
Title: Operations Associate

Location: Bethesda, MD

Reports to: Senior Manager of Development and Communications

Type: Full-time

Our Mission: Rock Creek Conservancy exists to restore Rock Creek and its parklands as a natural oasis for all people to appreciate and protect.

Position Overview:

The Operations Associate is an integral member of the Development team, supporting fundraising efforts and operations, ensuring accurate and timely data management, assisting with event logistics, and acting as a key link between development and finance operations. The Operations Associate is responsible for data management through gift processing, data entry, and acknowledgment letters as well as associated donor communication and follow-up. The Operations Associate provides operational support to all Conservancy departments and administrative support to the Executive Director.

Responsibilities:

- Ensure all gifts are processed in a timely, accurate manner, inclusive of fiscal reconciliation and booking reports
- Maintain gift records in Salesforce database and copies of scanned acknowledgements in shared drive
- Assist with matching gift strategy and management
- Process accounts receivable and payable in coordination with the Conservancy's accountant
- Support fundraising and programmatic events' logistics and communications needs
- Research potential funders and track follow-up needs for individual and corporate giving programs
- Conduct outreach to cultivate prospects and steward current donors
- Provide general operational support for office functions
- Provide administrative support, including scheduling assistance, to the Executive Director
- Other duties as assigned

Required:

- Bachelor's degree preferred
- Minimum 2 years of professional experience in development or administration
- Demonstrated success managing multiple tasks concurrently with high levels of accuracy and professionalism



Operations Associate

- Respect for privacy, confidentiality, and discretion
- Excellent written and oral communication skills, particularly by phone or in person with donors
- Proficiency with Microsoft Office and Google Suite
- Ability to work evenings and weekend hours to support events, including ability to access transportation to events throughout the Rock Creek watershed
- Experience with Salesforce preferred

To apply, please send a resume, cover letter, writing sample, and list of three references to info@rockcreekconservancy.org, subject line "Operations Associate."