



**Chesapeake Bay Trust
Development Assistant
Full-time**

The **Chesapeake Bay Trust (the Trust)** seeks a Development Assistant to play a critical role in accomplishing the Trust's evolving development and fundraising goals, including a Capital Campaign culminating in Spring 2023.

About the Trust

The Chesapeake Bay Trust is dedicated to promoting public awareness and participation in the restoration and protection of the natural resources of Maryland and the Chesapeake Bay region, established by state government in 1985. Our work is supported by approximately 30-40 different sources, including corporate and individual donors who fall under the purview of our Development Department; Maryland's Chesapeake Bay license plate, a new merchandising online store, and several others that fall under the Marketing Department; and government partners that fall under the purview of our Program Departments.

With the funds generated from these various sources, we make approximately 350 grants per year ranging from \$100 to \$200,000+ for projects in the K-12 environmental education, on-the-ground restoration, science, and community engagement realms. Our goal is to empower groups on-the-ground to play a role in the restoration and protection of communities and natural resources. In the past decade, the Trust has increased its grant-making four-fold through new revenue streams, with current annual grant-making of approximately \$12-20 million.

Position Background:

The Development Assistant will play a key role on a 25-person staff and will provide support for a variety of the Trust's development operations and fundraising initiatives, including a capital campaign culminating in spring 2023. The person in the position reports to the Vice President for Development and works closely with Marketing Department staff. Given plans for additional growth within the Trust's development objectives, this position has growth opportunities, and the person in the role has potential for advancement.

This full-time salary position (40 hours per week) requires at least 50% in-person/on-site work (the rest can be remote), some additional travel (mostly but not exclusively within Maryland), and some evening and weekend hours. The Chesapeake Bay Trust office is located in Annapolis, Maryland.

Primary Responsibilities:

This position supports key components of donor cultivation, solicitation, and stewardship in service of the Capital Campaign, major gifts, annual giving, and more. Responsibilities include:

- 1) Support cultivation and stewardship activities for the Capital Campaign for the Chesapeake Bay

Trust and other fundraising initiatives, including prospect research and tracking; list segmentation; and project management of direct mail solicitations, acknowledgements, and other donor correspondence.

- 2) Write, edit, and/or contribute to donor communications and correspondence, including direct mail and electronic solicitations, acknowledgements, impact reports, and more, in service of but not limited to the Capital Campaign.
- 3) Manage the donor database (Raiser's Edge) for opportunities, donors, and gifts. Maintain its accuracy and integrity by ensuring that all information is entered and kept current. Leverage the database for analysis and to generate queries and reports for donor engagement.
- 4) Support development priorities in major giving and donor retention. Remain current on industry best practices and trends; make recommendations on strategies to improve retention metrics; and execute new activities as assigned.
- 5) Support Development, Marketing, and Communications staff in the execution of large and small-scale events, notably Capital Campaign events and the annual Treasure the Chesapeake (May 4, 2023).
- 6) Advance the goals of the Trust with other high-level administrative tasks, including but not limited to managing departmental calendars and scheduling meetings with prospective funders and donors on behalf of the Trust's President and Vice President for Development.
- 7) Maintain internal relationships with the Trust's Marketing, Programs, and Finance & Administration Departments and assist in certain cross-departmental projects, as needed.

Qualifications:

Required

- Proficiency in the Microsoft Office suite of programs.
- Personal vehicle and valid driver's license required to facilitate site visit travel.

Preferred

- At least one year of experience in nonprofit development.
- Proficiency in development database management, particularly Raiser's Edge.
- Experience with donor gift entry and producing acknowledgements.
- Experience in one or more of the following development activities: special events, auctions, annual giving, capital campaigns, prospect research, development operations, or other donor-facing opportunities.
- Demonstrated track record of owning independent projects, defined as projects with clear quantifiable outputs with little to no daily supervision (e.g. producing written deliverables, managing a special event, securing donations on behalf of an initiative).

Ideal Personal Profile:

The ideal candidate for this position is a person:

- of high integrity, energy, and enthusiasm who is self-directed, motivated, and resourceful.
- with a strong ability to build relationships and demonstrate tact, diplomacy, and initiative when working with others.
- who displays discretion and sound judgment when dealing with confidential and sensitive material and who maintains standards of professional competence and adherence to a professional code of conduct.
- has strong writing, organizational, and time management skills.
- with excellent attention to detail, the right candidate must be exceptionally thorough and detail-orientated with the ability to analyze data, research information, problem-solve and coordinate projects.
- committed to the Trust's growth, sustainability, and organizational goals (please refer to the Trust's strategic plan at www.cbtrust.org).

Salary: The range for this position is \$40,000-\$45,000, commensurate with experience. A successful candidate meeting only the minimum requirements listed above will be offered a starting salary at the lower end of this range. A successful candidate will be considered at a higher starting salary level based on the number of preferred qualifications met from the list identified above.

The Trust also offers potential for merit-based bonuses, an excellent benefits package, professional development opportunities, and opportunities for advancement.

How to apply: Please submit a resume and cover letter to talent@cbtrust.org and place "Development Assistant" in the subject line of the email. Your cover letter is the most important piece of your application: In your cover letter, please address your ability, based on your skills and experience, to accomplish the duties of this position. Please do not simply list your previous experience. What makes you a strong candidate for this position? Cover letters that do not address this question are unlikely to move to an interview phase.

Applications submitted prior to August 15, 2022, will receive full consideration, though the position will remain open until filled. No phone calls, please.

The Chesapeake Bay Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability in accordance with applicable federal, state, and local laws. We encourage applications from people of color.