



The ICG team is deeply committed to the mission, vision, and values of our nonprofit organization. Please become familiar with ICG's mission, vision, and values (provided at the end of this document) - they drive everything we do. If you need accommodations to successfully submit your application, please let us know and we will work with you.

Development Associate

Position Summary

The Development Assistant is a full time (35-40 hrs/wk), permanent position, which supports the day to day management of donor & constituent records and provides key support to other development activities.

This position reports to the Director of Development, supervises interns and volunteers, and works closely with the Development, Finance, and Education Departments. Attention to detail and excellence in communication and organization are essential to success.

Candidates with diverse backgrounds are strongly encouraged to apply.

Hours of the week are flexible and can flex somewhat week to week with appropriate communication. Any office-based or in-person work will require advance coordination to ensure COVID-19 safety precautions are maintained. This position is well suited to remote work although availability for periodic work in office is expected.

Compensation for this position starts at \$18/hr and is based on experience. The position is benefits eligible. Benefits include health insurance, paid time off and other limited benefits. Candidates with diverse backgrounds and identities are strongly encouraged to apply. This position starts in January 2022. Applications will be accepted until the position is filled.

Job Functions & Responsibilities

- Day-to-day management of the NeonCRM database including maintenance of donor files/records; documentation of all relevant information related to all gifts; tracks pledge payments; tracks revenue against fundraising goals, provides reporting and analysis, and updates/maintains all database policies and procedures.
- Track statistics measuring impact for use with donor communication and stewardship including identified DEI metrics, visitation, scholarship fund and educational program attendance
- Supervise development interns and volunteers and provide ongoing training for colleagues in the use of NeonCRM and best practices.
- Provide regular written donor updates and donor profile via newsletter
- Schedule onsite garden tours for supporters

- Support scheduling of volunteers for fundraising events

Database Management and Reporting

- Develop/maintain standard and custom queries and reports.
- Pull comprehensive prospect reports for staff and volunteers including giving history and wealth screening data.
- Maintain appropriate donor documentation for accounting records and industry best practices.
- Create and implement up-to-date Standard Operating Procedures for entry and reporting and ensure all entries conform to these procedures.

Gift Processing

- Manage data entry procedures, gift processing and acknowledgement for all annual fund and restricted gifts in a timely and accurate fashion. Analyze gifts to determine appropriate campaigns, funds, and appeals for each gift to be processed.
- Process pledge payments and manage balancing procedures for reconciliation with Finance records.
- Make recommendations for systems improvements across all areas of work

Grants Management

- Manage annual calendar of grant application and reporting due dates and related activities
- Identify new and recurring grant opportunities that support ICG's priorities
- Work with staff members to develop grant content, application, and reports
- Conduct full range of activities required to prepare, submit, and manage grant proposals to ICG's funders
- Attend grant-related trainings and meetings as needed
- Work with the finance department to gather information necessary to report to corporate/foundation funders on current grant programs.
- Maintain current and accurate records in CRM database and in company files, including grant tracking and reporting.

Corporate Sponsorship Management

- Identify new corporate partners that support ICG's priorities
- Communicate with existing and potential sponsors in a timely and professional way
- Implement an annual stewardship plan for our corporate sponsors
- Make recommendations for systems improvements across all areas of work
- Support scheduling of Development Director and Executive Director with corporate sponsors and other prospects

Experience and Skills

The Philanthropy Associate will be a highly motivated self-starter with at least one year of related work experience in development

The ideal candidate for this position will possess the following qualities and attributes:

- Demonstrated knowledge of the principles and practices of nonprofit fundraising operations, gift entry and administration, donor stewardship, database administration, records management, and IRS regulations regarding charitable giving.
- Culture-and mission-driven - passionate about ICG and increasing opportunities for all children and families to connect with nature.
- Excellent organizational skills, including the ability to prioritize and manage multiple tasks with minimal supervision, meet deadlines, and use logic and analysis to troubleshoot software problems.
- Ability to act with an entrepreneurial spirit, taking initiative, being responsive to new opportunities, and creating value in the face of obstacles.
- Solid understanding of the data and reporting needs of a development office.
- Understanding of Donor Development and Retention
- Unwavering ability to work autonomously and produce deliverables with a high degree attention to detail and accuracy
- Strong written and oral communication skills
- Experienced and fluent in Neon or similar CRM system; and proficiency with Google Drive and basic Microsoft Office Suite.
- The ability to work collaboratively and effectively with a diverse team
- The capacity to multitask and manage multiple projects and assignments, often with competing deadlines
- Willingness to work occasional evenings and weekends, as needed, in support of fundraising.
- Commitment to anti-racism, supporting ICG in its goal to be an inclusive and multicultural organization and authentically welcoming all.

To Apply

Please email your resume and cover letter to richard@ithacachildrengarden.org with "Development Associate" in the subject line. Cover letters can be addressed to Richard Lansdowne, Operations Manager.

In your letter, please speak directly to your experience as it relates to the duties of and qualifications required for this position, and interest in working with Ithaca Children's Garden, and be prepared to discuss your commitment to anti-racism, equity, inclusion, and access.

If you require any assistance or special accommodations to successfully submit your application, please contact us as soon as possible so that we may have the opportunity to assist you.

ICG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity/expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state, or local law, where applicable.

What to expect once you apply*

Our team is ICG's greatest asset; we want to find the candidate who is the best fit for organizational goals and is a complement to our existing team. We know interviews can be awkward, artificial interactions that don't always help candidates shine; we also know that the

skills for a successful interview are not necessarily congruent with the skills needed to shine in the job. So, we share with you here what to expect so all applicants have an opportunity to prepare themselves for the most successful interview possible. We hope having this outline will help put you at ease through the selection process.

[Application & Interview process](#)

MISSION

Connecting children to nature to create a more beautiful, resilient, and just world.

VISION

Our vision is that every child has the basic human right to play, learn, and grow outdoors, and develops a life-long relationship with the living world.

VALUES

1. CHILD-CENTERED by employing playwork philosophy and practice and embracing the 4 core values of the Circle of Courage: independence, mastery, belonging, and generosity to foster positive youth development.
2. INCLUSIVE, SAFE, and committed to becoming a MULTICULTURAL organization that challenges racist power structures.
3. COLLABORATIVE by partnering with community agencies, individuals, and other field leaders to develop synergies and build on collective strengths.
4. INNOVATIVE by continuous development, evaluation, learning, reflection and improvement in our work, bringing a spirit of positivity in all things.
5. ECOLOGICALLY- CENTERED by practicing and demonstrating ecologically sensitive methods of land-care and people-care and interpreting the benefits of such practices to visitors and program participants.

We appreciate when candidates become familiar with ICG's mission, vision, values, programs, and ethos. Learn more at <https://www.ithacachildrengarden.org/about-icg/#meet-icg>.