



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 - they drive everything we do.

Development Associate

About Ithaca Children's Garden

The mission of Ithaca Children's Garden (ICG) is to connect children to nature to create a more beautiful, resilient, and just world. Our vision is that every child has the basic human right to play, learn, grow outdoors, and develop a life-long relationship with the living world. Ithaca Children's Garden is committed to providing inclusive programming where all children feel welcomed and a sense of belonging.

Position Summary

The Development Associate supports the day to day management of ICG's donor and constituent records. They provide key support to other development activities, including grants, corporate sponsorships, and fundraising campaigns and events. 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, data management fluency, and excellence in communication and organization are essential to success.

The Development Associate is a full time (35-40 hrs/wk), permanent position. Compensation for this position starts at \$19/hour and is based on experience. The position is benefits eligible. Benefits include health insurance, paid time off, flexible scheduling, remote work opportunities, and other limited benefits. Daily in-person work will be required during campaigns for processing mailings, donations, and acknowledgments.

The work culture is highly dedicated, supportive, and collaborative and 2-4 weeks of focused onboarding and training is provided, along with a tailored continuing professional development plan. Candidates with diverse backgrounds are strongly encouraged to apply.

This position starts October 15, 2023. Applications will be reviewed starting September 8 and will be accepted until the position is filled.

Job Functions & Responsibilities

Database Management and Reporting

- Day-to-day management of the NeonCRM database including maintenance of donor files/records; documentation of key information related to gifts including; tracking of pledge payments and acknowledgements for restricted and unrestricted gifts in a timely and accurate fashion.

- Develop, maintain, and run custom queries and reports.
- Pull donor prospect reports including giving history and wealth qualification data
- Maintain appropriate donor documentation adhering to industry best practices
- Track program outcomes including identified DEI metrics, visitation, scholarship fund and educational program attendance
- Collaborate on creation, and implementation of Standard Operating Procedures for entry and reporting and ensure all entries conform to these procedures.

Grants Management

- Manage annual calendar of grant applications, activities, and reporting due dates
- Identify new and recurring grant opportunities that support ICG's priorities
- Support staff members to develop grant content, applications, 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 finance department to gather information necessary for funder reporting
- Maintain current and accurate grant tracking records in CRM database

Corporate Sponsorship Management

- Communicate with existing and potential sponsors in a timely and professional way
- Track corporate partnership stewardship activities
- Implement an annual stewardship plan for our corporate sponsors

Additional Leadership and Additional Support Roles

- Provide regular written donor updates and donor profiles via newsletter
- Provide support for colleagues in the use of NeonCRM and best practices.
- Support scheduling of Development Director and Executive Director meetings and tours with donors, corporate sponsors, and other prospects
- Support scheduling of volunteers for fundraising events
- Make recommendations for systems improvements across all areas of work

Experience and Skills

The Development 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:

Essential qualities and attributes:

- Culture- and mission-driven - passionate about ICG and supporting opportunities for all children to connect with nature.

- Experienced and fluent with CRM database administration and records management; (Neon or similar)
- 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 work autonomously and produce deliverables with a high degree attention to detail and accuracy
- Strong written and oral communication skills
- Ability to work collaboratively and effectively with a diverse team
- Capacity to manage multiple projects and assignments with competing deadlines
- Willingness to work occasional evenings and weekends (with notice),
- 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 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 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](#)

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>.