

**JOB DESCRIPTION:
GREENWOOD GARDENS DEVELOPMENT ASSOCIATE**

OVERVIEW:

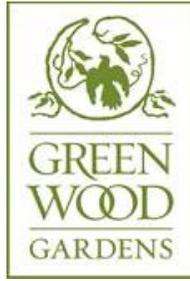
Greenwood Gardens is a treasured public garden, a former private estate incorporated as a non-profit organization in 2003 and accessible to the public since 2013. Located in Short Hills in Essex County, approximately 25 miles west of New York City, Greenwood is an enchanted hideaway, graced with terraced gardens, woodlands, meadows, grottoes, fountains, Arts and Crafts follies, and winding paths. With a mission to “connect people with nature in an historic garden oasis,” we are guided in our work by a seven-year strategic plan whose goal is to achieve increased visitation through continued revitalization of the historic features and landscape, heightened educational and entertaining programs and events, and acceptance by the broader community as a singular haven in which to experience peace, tranquility, and well-being. Having undertaken transformative capital projects in which we added substantial parking capacity, renovated the core portion of the historic garden and two water features, and revitalized major portions of the landscape, Greenwood has entered an important new phase of its growth that heralds exciting new opportunities. Expanding and deepening our base of donors through effective development and fundraising activities to support our operations and portfolio of future capital projects will continue to take center stage at Greenwood. We see a bright future ahead for this area of the organization and look forward to welcoming a new, enthusiastic member of the Development team.

POSITION SUMMARY/PRIMARY RESPONSIBILITIES:

Currently reporting to the Executive Director, the Development Associate (DA) is responsible for all administrative aspects of the Development function. The role encompasses support for donor relations, direct mail appeals, special donor/fundraising events, and grant research. At the center of the role’s responsibilities is maintaining our donor database to ensure that its contents are always current, accurate, and can be used as the basis for tracking all contributions, memberships, sponsorships, and other data relating to each of our supporters.

Database Management & Donor Acknowledgement

- Maintain the integrity of donor information in the Altru database; conduct general database review and cleanup to ensure data accuracy.
- Input all donations, memberships, and other transactions into Altru and manage production of reports.
- Process all gifts weekly, write and produce timely acknowledgement letters for ED to use in recognizing all donations, memberships, and other contributions as appropriate.



- Produce weekly Development report for ED and DCC.
- Assist in updating acknowledgement letter language on a regular basis to correspond with season, purpose of outreach, relationship with donor, etc.
- Regularly reconcile all gifts with Finance Department.
- Create tailored mailing lists for the annual donor recognition issue of *Seasons*, the year-end direct mail appeal, the annual luncheon and donor reception invitations, and others as required.
- Prepare Development report for three annual Board of Trustee meetings.

Grant Research and Submission

- Conduct research on foundations whose guidelines are in keeping with Greenwood's mission.
- Assist with submission of grant requests.

Fundraising Event Coordination

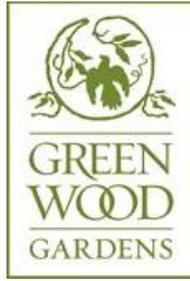
- Under the direction of the ED, assist with the coordination of logistics for the annual luncheon, donor receptions, and other special events that encompass fundraising and development activities including tracking RSVPs, creating name tags, registration, etc.
- Support the ED in following up on deliverables for the Development Committee, Garden Luncheon Benefit Committee, and other committees of the Board and/or Ad Hoc Committees.
- Provide on-going and day-of assistance for fundraising events.

Direct Mail Campaign Support

- Assist with the implementation of direct mail campaigns to support fundraising appeals, events, newsletters, and other donor communications.
- Create mailing lists for donor communications via database queries that include audience segmentation and quality control execution.
- Input Appeals in Altru database for revenue tracking.
- Track revenue and returns of fundraising appeals and report performance to ED.

JOB REQUIREMENTS:

- B.A. degree from an accredited university.
- Minimum of three to five years' work experience in an administrative position, preferably in a non-profit Development office
- Technologically proficient in database entry and management, including accurate upkeep of prospect, member, and donor information; ability to run reports; knowledge of Altru a plus and Microsoft Office Suite a must.



- Excellent communication skills, both oral and written.
- Organized, independent self-starter who is detail-oriented yet can also understand “the big picture.”
- Strong interpersonal skills and professional demeanor; ability to work collaboratively.
- Discretion in handling confidential information.
- Strong work ethic, along with ability to work full-time, with attendance at occasional evening and weekend programs and events. Flexibility important.

TO APPLY:

Please send your resume along with a thoughtful cover letter expressing your reasons for applying and salary history to: aoneill@greenwoodgardens.org. Applications will be considered on a rolling basis.