



Wissahickon Trails (formerly Wissahickon Valley Watershed Association) is a community-based conservation organization headquartered in Ambler, PA. For over 60 years, we have worked to protect and restore nature in the Wissahickon Valley, preserving nearly 1,300 acres of critical open space, building 24 miles of trails for public access, and protecting the health of the Wissahickon Creek. *We believe people benefit when nature thrives.*

### **Development Database Assistant (Part-Time)**

We are looking for a detailed oriented and highly organized person to be an integral part of our fundraising team. This position is central to our donor stewardship and cultivation efforts by maintaining accurate data and providing high quality service to our supporters. This is a part-time, non-exempt, hourly position reporting to the Development Director. Concern about the environment and local conservation issues is preferred. Some evening or weekend work will be required throughout the year.

### **Essential Duties and Responsibilities**

#### **Database Administration**

- Utilize DonorPerfect, our CRM, in order to maintain and safeguard accurate donor records
- Entry and management of contact information, gifts, and other transactions
- Provide timely processing of gifts and acknowledgement letters
- Collaborate with Finance Department to reconcile on a monthly, quarterly and yearly basis
- Identify and implement new processes and keep up-to-date with software changes
- Assist with the appeal mailing process multiple times per year
- Produce fundraising and other reports on an ongoing basis
- Handle select administrative functions associated with DonorPerfect
- Act as main contact to vendor for support and troubleshooting

#### **Event Support**

- Provide administrative support for our signature events including the Green Ribbon Gala, Maple Sugaring Festival, TexMex 5k Race for Open Space, Walk the Wissahickon and Creek Clean Up
- Assist at other in-person events as needed

#### **Grant & Foundations Coordination**

- Maintain the grant calendar and communicate with other staff about deadlines
- Provide some prospect research for general operating support

#### **Qualifications & Skills**

- Associate's degree or equivalent experience
- At least 2 years of experience in a CRM, preferably DonorPerfect

- Excellent organizational skills and attention to detail
- Must be comfortable with PC systems and a strong working knowledge of MS Office
- Ability to work well independently and as part of a team

### **Expected Competencies**

- Reflect a donor-centric mindset in all aspects of the position
- High degree of knowledge of database systems and their functionality
- Ability to identify problems and seek solutions
- Comfortable talking to donors, volunteers and community members
- Practice personal reflection and self-correction to assure continual professional growth
- Excellent oral, written, interpersonal and analytical skills

### **Compensation & Benefits**

This is a part-time (32 hours/week), non-exempt position that has a pay range of \$18-19/hr. Employee accrues paid time off and can participate in the 401k plan after 6 months. Wissahickon Trails matches employee 401k contributions up to 5% of eligible compensation.

### **Physical Demands/Work Environment**

Currently, all staff are working remotely. Once we go back to in-person work, the employee will be working in an office environment and so is regularly required to sit or stand at a desk for hours at a time, stand, walk and operate general office equipment (computer, telephone, file cabinets, copier and printer). The employee must be able to lift 10 lbs. comfortably. The employee must be able to be outside 1-4 hours at a time outside for event support as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job, unless the requested accommodations would cause undue hardship.

### **About Wissahickon Trails**

At Wissahickon Trails, we work to inspire and engage a diverse community of people in protecting, stewarding and enjoying the land and waterways of the Wissahickon Valley. The board and staff are a collaborative team driven by the belief that people benefit when nature thrives. Hard work is expected, so we have created a work culture where we support each other and share lots of laughs. We have a dog-friendly office.

### **To Apply**

Please submit your resume, cover letter outlining interest and experience, and contact information for three professional references to Anna Marchini, Development Director, [anna@wissahickontrails.org](mailto:anna@wissahickontrails.org). No phone calls please. Applications reviewed as received.

**We value a racially, ethnically and culturally diverse work community and we strongly encourage applications from people of all backgrounds. E.O.E.**