



Job Description

Development Associate Greenwich, CT

The Opportunity: Headquartered in Greenwich, Connecticut, in the New York metropolitan area, the Garden Conservancy is a national nonprofit organization dedicated to preserving, sharing, and celebrating America's gardens and diverse gardening traditions. Through its programs and partnerships, the Garden Conservancy advances the appreciation and stewardship of gardens for the education and inspiration of the public. Our offices are easily accessible by public transportation.

Position Summary: A key member of the development team, the development associate will be responsible for assisting the director of institutional advancement and the manager of the annual fund with the implementation of Garden Conservancy membership and annual giving programs, while also providing support for cultivation and fundraising events. This is an entry-level opportunity for an organized, detail-oriented individual interested in developing a career in nonprofit development and membership. The successful candidate will be comfortable managing multiple tasks, communicating professionally with donors and members, and working collaboratively with colleagues across the organization.

Duties and Responsibilities

Assist the Society of Fellows and general membership programs by coordinating acquisition, renewal, and lapsed donor mailings and emails; assists with the year-end campaign.

Generates gift and contribution acknowledgments, managing the execution and mailing, and retaining records as required.

Assist with all communications and materials needed for donor recognition at membership levels in both print and electronic formats including the production of print and e-newsletters.

Represents the organization by interacting with members and the public over the phone, e-mail, and in person to help explain the membership program and deliver membership benefits.

Assists with the delivery and fulfillment of all membership benefits, including distribution of Open Days Directories and member tickets, and communication of member discount participation and codes.

Provides navigational support to members utilizing online account system for purchases and member credit redemption.

Help track results and run reports on success of fundraising mailings and campaigns.

Helps prepare materials for meetings, educational programs, and special events.

Maintenance of supply and ordering of departmental letterhead, solicitation, and acknowledgment materials.

Conduct prospect research on donor prospects, event attendees, members, and Fellows to identify possibilities for increased membership gifts or major gifts.

Enter significant correspondence, data, and background information into Salesforce database.

Provide support as needed for development functions including fundraising events, cultivation dinners, and Society of Fellows garden-study tours.

Has flexibility to travel nationally and to work occasional nights and weekends for membership, cultivation, and general Garden Conservancy events.

Shared responsibility for monitoring the Membership email inbox.

Knowledge, Skills, and Abilities

- **Donor Customer Service:** Exceptional phone and email etiquette, serving as a welcoming and professional first point of contact for supporters.
- **Discretion & Data Privacy:** High level of integrity, respect, and discretion when handling confidential donor records, giving histories, and sensitive financial information.
- **Meticulous Attention to Detail:** High precision in data entry, gift processing, and generating accurate donor acknowledgment letters.
- **Time Management & Prioritization:** Proven ability to manage competing priorities, multitask effectively, and meet tight fundraising deadlines (e.g., year-end appeals or event deadlines).

Computer Skills

To perform this job successfully, an individual should have knowledge of non-profit database software, Microsoft Office Suite, and email marketing software.

Education/Experience

Bachelor's degree from a college or university; and one-year related experience and/or training.

Compensation

The hiring salary for this position is \$48,500 - \$55,000. The starting salary within this range will be determined based on the successful candidate's foundational skills, background, and relevant experience.

This position includes a substantial benefits package:

- **Generous Paid Time Off:** Balance work and life with approximately 32 combined days of vacation, personal, and sick time annually, plus approximately 15 paid holidays.
- **Healthcare Support:** We cover 90% of your individual medical policy premium and provide an employer-contributed Flexible Spending Account (FSA) to help manage out-of-pocket costs.
- **403(b) Retirement Plan:** Secure your future with up to a 5% company match after one year of employment.
- **Income Protection:** Stay protected with fully employer-funded group life and disability insurance policies.

The Garden Conservancy is an equal opportunity employer and actively encourages candidates with diverse backgrounds to apply. It does not discriminate against any candidate or employee on the basis of race, national origin, sex, marital status, sexual orientation, age, disability, religion, or veteran status.

TO APPLY

Please send your resume and letter of interest to:

hr@gardenconservancy.org

Mention "Development Associate" in the subject line.