



ADVENTURE SCIENTISTS

EXPLORE. COLLECT. PROTECT.

Job Description - Development Administrator Summer 2019

Adventure Scientists is looking for an exceptional Development Administrator with interest and experience in fundraising data management to join our team as we unlock access to critical data for leaders working to address environmental and human health challenges.

The Development Administrator provides key support to the Development Manager, applying data management, organizational, communication, and creative problem-solving skills to streamline our internal systems to drive donor support.

If you're a development professional with strong CRM (ideally Salesforce NPSP) skills who loves the planet, loves outdoor adventure, and is interested in the internal systems side of fundraising, this position is a great opportunity to join a thriving, innovative environmental nonprofit.

About Us

Adventure Scientists is a dynamic 501(c)3 nonprofit organization that works with diverse partners including Harvard Medical School, World Resources Institute, National Geographic, and the U.S. Forest Service to equip them with data collected from the outdoors that are crucial to addressing environmental and human health challenges. Our projects have ranged from amassing the largest dataset documenting global microplastic pollution to collecting scat samples to aid in identifying the genetic origins of antibiotic resistance.

Adventure Scientists is committed to providing an equal employment opportunity for all applicants and to ensuring a work environment free of discrimination and harassment. Our employment decisions are based on our business needs, job requirements, and individual qualifications, without regard to race, gender, sexual orientation, religion, family or parental status, disability, age, national origin, or any other protected status. We sincerely welcome people of all identities, backgrounds, and experiences to apply.

Specific Responsibilities

- Build and maintain robust moves management systems in Salesforce NPSP in support of Adventure Scientists' development plan
- Use Salesforce NPSP to prompt, coordinate, and track donor communications
- Maintain partner, contact, and opportunity records in Salesforce NPSP
- Build reports and dashboards in Salesforce NPSP to inform and monitor fundraising activity across the organization
- Research potential donor partners and grant opportunities to fill our pipeline for general and project-specific support
- Manage grants calendar to track application and reporting deadlines
- Assist Development Manager in proposal writing and grant reporting
- Support Development Manager in planning and implementing events
- Process donations (cash, stocks, bonds, in-kind, etc.)
- Coordinate donor acknowledgment and administer tax receipts
- Communicate regularly with CPA and Operations Manager regarding revenue
- Run revenue reports as needed

Required Qualifications

- Demonstrated experience and proficiency in Salesforce NPSP
- Demonstrated experience managing a donor database
- Minimum of one year experience working in, or in support of, a fundraising team
- Thorough understanding of basic fundraising practices
- Bachelor's degree in a relevant field

Preferred Qualifications and Qualities

- Strong writing skills, demonstrated by experience in grant writing
- Interest in science, conservation and/or outdoor recreation
- Knowledge of Google Apps, Wealth Engine, Quickbooks and task management software
- Excellent attention to detail and ability to work efficiently
- Skilled at self-managing work priorities and staying organized
- Ability to work well independently and as part of a team
- Sense of humor!

Compensation and Benefits

Salary for full-time employment is dependent on experience. The position includes a generous and flexible benefits package, including employer-subsidized healthcare, personal and professional development fund opportunities, paid time off, and paid powder days. Additional perks include part-time work-from-home opportunities and access to pro-deals. We have a dog-friendly office, so you are invited to bring your best friend to work!

To Apply

Applications will be reviewed on a rolling basis until the role has been filled. Please submit your application on our website:

<https://www.adventurescientists.org/development-administrator-application.html>

Applications must include:

- Cover letter describing your background and interest in the position
- Resume (limited to two pages)
- Three professional references