Development and Administration Associate

The Development and Administration Associate is crucial to making sure ELM and the ELM Action Fund function efficiently and have sufficient resources to achieve our environmental mission. This position is centered around supporting our fundraising efforts and tackling our general administration. The employee will report directly to the Development Manager but will also work closely with the President. This is a chance to join a collaborative non-profit where both your work and professional development are equally valued.

Responsibilities:

1) Gift Processing and Acknowledgement
   a. Processing all monetary gifts as they come in and acknowledging them within a week.
   b. Ensure that all acknowledgements are updated seasonally.
2) Event Management
   a. Manage our fundraising events each year including Earth Night, house parties, etc.
   b. Support all other ELM events including meetings, Corporate Council events, etc.
3) Salesforce Database Management
   a. Ensure new information is promptly updated
   b. Ensure systems within salesforce are working efficiently
4) Board Management
   a. Coordinate board meetings
   b. Take minutes at board meetings
   c. Keep all board information up to date
5) Development Support
   a. Assist the President and Development Manager with development-related tasks, as needed
6) Office Administration
   a. Delegate office administration to ensure that our space is working efficiently
   b. Coordinate occasional job postings and interview scheduling for new full time employees.

Qualifications:

1. Excellent written and verbal communication skills
2. Self-motivated
3. Collaborative working style
4. Detail-oriented

To apply, please email your resume and cover letter to Liam Garvey at jobs@environmentalleague.org with the subject line “Development and Administration Associate.”

**ELM is an equal-opportunity employer and we strongly encourage applications from all interested candidates. We do not discriminate on the basis of race, ancestry, creed, religion, personal appearance, national origin, citizenship, age, gender, or sexual orientation.**