



Wissahickon Trails (formerly Wissahickon Valley Watershed Association) is a community-based conservation organization headquartered in Ambler, PA. For more than 65 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 & Executive Assistant

We are looking for a detail-oriented and highly organized person to be an integral part of team, supporting key operations of a donor-supported organization. This person will handle critical functions that keep us a successful organization, including processing donations, acting as a liaison to the board and committees, and managing the Executive Director's busy schedule. Requires strong technical, interpersonal, organizational skills, and the ability to work well with management and staff, board and committee members, donors, volunteers, and the general public. This role has access to sensitive and confidential information (e.g. donor records) and is expected to safeguard this information.

This is a full-time, non-exempt position, with a salary range of \$43,000 - \$45,000, reporting directly to the Development Director; occasional work on weekends and evenings required.

Essential Duties and Responsibilities

Development Support-75%

- Maintain accurate donor and constituent records in DonorPerfect, including gift entry and processing, acknowledgements, and ensuring overall database health
- Daily download and maintenance of transactions into DonorPerfect (donations and program registrations)
- Daily data entry of all donation income including online transactions, credit card processing, checks, cash, stocks, and direct deposits
- Coordinate with Development team on DonorPerfect coding, creating online forms for new appeals, and managing matching gift, employee giving and other third-party portals
- Work with Development Managers to ensure gift coding is accurate, appropriate acknowledgment letters are produced in a timely manner, and any duplicate records are merged
- Collaborate with Finance Department to reconcile donations on a monthly, quarterly and yearly basis
- With the Development Manager, coordinate the mailings of fundraising appeals, acknowledgement letters and other communications multiple times per year
- Handle donor questions about their gifts and troubleshoot issues
- Produce fundraising and other reports on an ongoing basis for the Development Director
- Support other departments using DonorPerfect, including assisting with producing reports and lists, and ensuring best practices

- Provide administrative and logistical support for fundraising events such as the Green Ribbon Gala, Maple Sugaring Festival, TexMex 5k Race for Open Space, Walk the Wissahickon and Creek Clean Up, attending as required
- Monitor status of materials and collateral (envelopes, letterhead, notecards, select branded items, etc..) and coordinate to replenish as needed
- Delivery or pickup of mail and materials at post office, vendors, and local businesses

Executive and Board Support-20%

- Manage Executive Director's schedule. Arrange meetings, lunches, and phone calls.
- Liaison with the board and committee members on schedules, agendas, materials for meetings and mailings
- Work with staff to collect committee meeting minutes, reports and necessary documents
- Manage governing and emeritus board logistics including meeting scheduling, prepare and distribute meeting materials, room or Zoom setup, clean up and obtaining meeting minutes from the Board
- Maintain and update board Orientation Manual, Board List and Terms, Committee Member List, and calendars. Compile data and prepare documents for presentation to the Executive Director, staff, and Board of Directors
- Keep board and committee lists updated for the website and grant requirements
- Create or edit correspondence for the Executive Director, Board, and staff as needed
- Record minutes at board and select committee meetings

Other-5%

- Act as back up to Operations and Administration Assistant on phones, email, and reception when on a scheduled vacation or as needed.

Qualifications & Core Competencies

The ideal candidate will meet 75% of these qualifications and core competencies.

- Associate's degree or equivalent experience
- At least 5 years of experience in administrative work
- At least 2 years of donor-based CRM or equivalent database experience
- Understanding of non-profit work, particularly the role of fundraising
- Excellent oral, written, interpersonal and analytical skills

Expected Competencies

- Excellent organizational skills and attention to detail
- Ability to identify problems and seek solutions
- Ability to work well either independently or as part of a team
- The ideal candidate embraces diversity, equity, and inclusion as a core value
- Personal qualities of integrity, credibility, and dedication to the mission of Wissahickon Trails
- Reflect a mission driven mindset in all aspects of the position
- Comfortable talking to donors, volunteers, and community members
- Practice personal reflection and self-correction to assure continual professional growth

Compensation & Benefits

This is a full-time, non-exempt position; the hours may vary based on projects or deliverables at any given time. The salary range is \$43,000-\$45,000. This position is eligible for a full range of benefits, including medical & dental coverage (90% of premium is paid by the organization for the employee coverage and 50% for any covered dependents), paid holidays, paid time off (accrued based on years of service), and after six months of employment, the employee can participate in the 401k plan. Wissahickon Trails matches employee 401k contributions up to 5% of eligible compensation.

Physical Demands/Work Environment

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to use hands, arms, and legs to lift, move, or operate program equipment. The employee is also regularly required to sit or stand at a desk for hours at a time, and 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 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.

At Wissahickon Trails we are passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, Board and all who use our resources and services. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

We value a racially, ethnically, and culturally diverse work community and encourage applications from people of all backgrounds. Board and staff committees are working to build an inclusive, equitable, and diverse work environment and organization. Please feel free to ask us about this work. E.O.E.

To Apply

Please submit your resume and cover letter outlining interest and experience, and contact information for three references to Anna Marchini, hr@wissahickontrails.org. To submit your application in the mail: Anna Marchini, 12 Morris Rd, Ambler, PA 19002. No phone calls please. Applications reviewed as received.