



EcoLogic Development Fund – Cambridge Location

Posting Date: February 8, 2010

Start Date: March 15, 2010 (or earlier)

Job Title: Development Associate (part-time 20hrs/per week)

Reports to: Program Officer for Individuals

SUMMARY OF POSITION:

Under the supervision of the **Program Officer for Individuals**, the Development Associate will work primarily in four related areas: the Ambassador Campaign, Events Management, Annual Fund, and database management. The Development Associate is an integral part of EcoLogic's Development team and will perform essential functions in furtherance of our mission and annual goals.

PRIMARY RESPONSIBILITIES:

- Assist in coordination and materials preparation for the 2010 Ambassador Campaign.
- Perform central role in the planning, coordination, and evaluation of EcoLogic's fundraising events – primarily its Ambassador Campaign launch and Annual Benefit, including logistics management, volunteer recruitment and supervision, and follow through.
- Manage donor database; including data entry and acknowledgements.
- In collaboration with Program Officer coordinate the production and mailing of all direct mail.
- Assist in managing workplace giving campaigns, including coordinating advertising campaigns and tabling.
- Participate in the development and implementation of new strategies to acquire and maintain donors.
- Other support tasks as needed.

SUPERVISORY RESPONSIBILITY:

None.

MINIMUM QUALIFICATIONS:

Education:

Bachelor's degree required, preferably in international relations/development, environmental studies, Latin American studies, or a related field.

Experience:

Previous office experience required. Previous experience in Latin America preferred, especially in community organization/development and environmental issues.

Language:

Fluency in English. Proficiency in Spanish (oral and written) preferred.

Travel:

None.

CORE COMPETENCIES:

- Strong organizational skills and a demonstrated ability to deal with detailed projects.
- Capacity to be flexible, simultaneously work on multiple tasks and projects, and set priorities for a challenging workload.
- Strong oral and written communication skills.
- Excellent computer skills, including Microsoft Word, Excel, PowerPoint, and Adobe Photoshop, and Publisher.
- Previous experience with Raiser's Edge a major plus.

PERSONAL ATTRIBUTES:

- Strong self-motivation.
- Ability to collaborate effectively with a wide range of staff.
- Ability to operate effectively and respectfully in a multicultural environment.
- Knowledge of environmental issues and familiarity with Latin America .

Compensation: TBD based on experience

Hours: 20 hours per week

Location: Cambridge, MA

To Apply:

Email cover letter and resume, referring to the job title in the subject line, to:

Gina Rindfleisch
EcoLogic Development Fund
25 Mt. Auburn Street, Suite 203
Cambridge, MA 02138
positions@ecologic.org

EcoLogic is an equal opportunity employer and seeks qualified applicants without regard to race, color, gender, religion, national origin, age, disability, marital status, or sexual orientation.

ABOUT ECOLOGIC:

EcoLogic was established in 1993 to conserve the planet's diminishing diversity of life in a way that addresses the needs of local people. EcoLogic works with poor, rural communities in Mexico and Central America to conserve and restore threatened forests and streams in ways that improve people's lives. We put local people in charge of projects, providing them with the tools they need to become environmental stewards and improve their living conditions. EcoLogic currently operates in Belize, Guatemala, Honduras, Mexico, and Panama.

Learn more at www.ecologic.org.