



## Development and Finance Assistant Job Description

### ABOUT ESC

**The Environmental Science Center promotes environmental stewardship and academic achievement through science-based education.** Founded in 2000, the Environmental Science Center (ESC) is a not-for-profit organization offering quality, experiential environmental education programs at our local beaches, streams, forests, and classrooms in South King County. ESC promotes environmental stewardship to thousands of people through collaborations with a growing number of school districts and community-based organizations as well as speaking engagements, festivals, and workshops. Over the years, ESC has steadily grown the number of programs it offers, the diversity of students it serves, and the number of hours of science-based environmental education it provides. ESC is located along Puget Sound at Seahurst Park in Burien. Learn more at [EnvScienceCenter.org](http://EnvScienceCenter.org).

### NATURE OF THE WORK

As ESC grows as an organization, the new Development and Finance Assistant position will be critical to our success. This individual must be committed to expanding our support in the community by identifying prospective donors, as well as, cultivating and managing donor relationships. As an ambassador for ESC's mission, this individual must be passionate about environmental education and its impact in the community.

Under the direction of ESC's Development Director, the Development and Finance Assistant will support ESC through development activities. This position will also work with the Executive Director to assist with some financial activities. This role will provide the opportunity to gain skills in a wide variety of fundraising activities, as well as, to make significant contributions to the refinement of development strategies. This individual must be adaptable to a small organization with a fast-paced and ever-changing workplace.

### DUTIES AND RESPONSIBILITIES

#### Development (90% of work):

- Work under the direction of the Development Director to support the development strategy
- Manage all aspects of Membership program: cultivation, communications, business partnerships
- Conduct preliminary research on corporate, government, foundation, and individual donors
- Enter and maintain foundation, corporation, government, and individual donor records using Little Green Light donor database
- Create correspondences including quarterly newsletter
- Coordinate production and mailing of appeal letters
- Analyze campaigns and create reports

- Process donations and prepare acknowledgement letters
- Assist with writing and submission of grant applications
- Coordinate the logistics of ESC's annual fundraising event
- Update website for development activities
- Other duties as assigned by the Development Director

#### **Finance (10% of work)**

- Work under the direction of the Executive Director to assist with financial responsibilities
- Enter expenses and income into Quickbooks using procedures manual
- Send and/or pay invoices

#### **KNOWLEDGE, ABILITIES AND SKILLS**

- A passion for ESC's mission
- Excellent interpersonal skills and relationship building skills
- Highly organized with the ability to handle multiple projects and priorities with attention to detail
- Demonstrated ability to communicate effectively both orally and in writing
- Demonstrated excellence in event organization
- Demonstrated ability to use computer tools such as Excel, Word, PowerPoint, Adobe, and database programs
- Ability to learn new tasks quickly such as data entry in Quickbooks or page creation in WordPress
- Ability to work irregular hours on occasion, including some evenings and weekends

#### **EDUCATION AND OR EXPERIENCE**

- Associate's or Bachelor's degree (preferred)
- Donor database or data entry experience (minimum of 1 year preferred)
- Event organization experience (minimum of 2 events preferred)

#### **SALARY AND BENEFITS**

Salary: \$17/hour

The Development Assistant is a 30-hour per week position with 60 hours of paid vacation each year. Hours are flexible, but a set schedule is preferred. Some weekends and evenings required. Benefits include medical, dental, and vision.

#### **TO APPLY**

Email resume and cover letter in PDF or Word format to [Jennifer@EnvScienceCenter.org](mailto:Jennifer@EnvScienceCenter.org). Please put "Development and Finance Assistant Application" in the subject line. Deadline is Tuesday, July 24th, 2018. Please no phone calls.