

JOB DESCRIPTION

POSITION: Development Associate
REPORTS TO: Director of Development
CLASSIFICATION: Non-Exempt | Full-time
LOCATION: Long Beach | Hybrid
UPDATED: 03/04/2025

POSITION SUMMARY

The Development Associate provides essential administrative and operational support to the Development team, with a primary focus on assisting the Director of Development. This role supports donor stewardship, event logistics, and database management, while also managing scheduling, correspondence, and special projects for the Development team. The Development Associate will work closely with the Director of Development to ensure smooth day-to-day operations, accurate donor records, and timely acknowledgments.

LOCATION

Hybrid role based in our Long Beach, CA office, with occasional remote work and frequent ferry travel to and from Catalina Island, as needed.

KEY RESPONSIBILITIES

Administrative & Donor Support

- Work with the Director of Development to manage scheduling, correspondence, and administrative tasks.
- Assist with scheduling donor meetings, managing calendars, and coordinating follow-up.
- Prepare donor correspondence, acknowledgments, and pledge reminders.
- Maintain donor records in Raiser's Edge NXT, ensuring accurate data entry and updates.
- Create and maintain donor profiles and event and meeting briefings.

Gift Processing & Reporting

- Support the Development Services Manager with gift processing and donor record management.
- Ensure timely and accurate donor acknowledgments and tax receipts.
- Assist with reconciling donor gifts with Finance and prepare reports as needed.

Event & Project Coordination

- Provide logistical support for Development events, including managing guest lists and materials.
 - Assist in executing donor recognition initiatives and stewardship activities.
 - Track project timelines and provide regular updates to leadership.
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QUALIFICATIONS

Skills & Abilities

- Proficiency in Raiser's Edge NXT or similar donor CRM systems.
- Strong organizational and multitasking skills with high attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, and Teams) and other tools like Zoom, etc.

Education & Experience

- Bachelor's degree in business or a related field, or equivalent professional experience.
 - Minimum of 2 years of experience in nonprofit fundraising, development, or administrative support.
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COMPENSATION & BENEFITS

ESTIMATED STARTING SALARY RANGE:

\$33.00 - \$35.00 hourly, based on skills and experience.

We're proud to support the health and wellbeing of the people we employ. We offer a competitive, comprehensive benefits package that includes healthcare coverage, flexible spending accounts, 403(b) plan with a 3% employer contribution and a 5% match — fully vested after 2 years, accrued paid time off, life insurance, disability coverage, an employee assistance program, professional development, and other benefits that support work-life balance.

EQUAL OPPORTUNITY COMMITMENT

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

HOW TO APPLY

Please send a resume and cover letter to jobs@catalinaconservancy.org, listing the job title in the subject line.

OUR STORY

The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy.

Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island.

Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.