

## Friends of Trees Position Description

<b>Job Title:</b>	Development Assistant
<b>Status:</b>	Regular, non-exempt, part-time
<b>Supervised by:</b>	Development and Communications Director
<b>Positions Supervised:</b>	None
<b>Salary:</b>	\$16.00 / hour
<b>Benefits eligibility:</b>	Not eligible for benefits
<b>Hours:</b>	25 hours per week

Friends of Trees is seeking a Development Assistant to help achieve our mission of bringing people together to plant and care for city trees and green spaces.

Friends of Trees recognizes that not everyone has equal access to the benefit of trees. As a community-driven organization we foster an atmosphere of inclusion and support so that we continue to build and preserve places that are safe and healthy for all. We accomplish this through authentic community conversation, unique partnerships, relevant programming, and attracting and retaining diverse staff and supporters.

Friends of Trees, founded in 1989, is in its 27th season of organizing community tree planting and tree care events in the Portland Metro area. For more information, please see our website:

[www.friendsoftrees.org](http://www.friendsoftrees.org)

Donors, business and community supporters are key to fulfilling our mission. This position provides administrative support to the Development and Communications Program, including data entry and reporting; gift acknowledgement; donor communications; some community outreach and donor relations; other duties as assigned. Occasionally works outside of normal working hours and may work a flexible schedule for special events.

### Position Responsibilities:

- Database lead: Through training and direct experience, ability to eventually become organizational Salesforce (database) expert and serve as go-to person for custom reports; trouble-shooting and problem-solving.
- Process, code, enter, track, and file all of the organization's donations with precision, ensuring database integrity and accurate, reliable reports.
- Create, process and file all donor acknowledgement letters in a timely manner.
- Work with members of the Finance Department to ensure monthly and yearly reconciliation between fundraising and accounting databases.
- Assist in planning and executing fundraising events.
- Support efforts in appeal letter mailings through vendor coordination, list generation.
- Track and order office supplies, other materials as necessary.
- Assist other program staff with scheduling, meetings, events as necessary and as schedule permits.
- Other duties as assigned

### Required skills and experience:

- At least 1-2 years of similar administrative support responsibilities, preferably in a nonprofit setting. Special consideration given to candidates with Salesforce experience.

- Experience working in a professional setting.
- Exceptional organizational skills with great attention to detail.
- Strong written and verbal communication skills.
- Ability to handle and prioritize multiple competing tasks and projects.
- Proficiency with basic software programs, including Microsoft Office, advanced knowledge of Microsoft Excel.
- Ability to thrive in a fast-paced environment, and to take initiative while working collaboratively as part of a team.
- A positive, flexible attitude and a sense of humor.
- Passion for FOT's mission.

**Other position requirements:**

- Position requires frequent computer and phone usage
- Requires long periods of time in front of computer
- Ability to maintain confidentiality

Work is performed typically in an office environment, sitting at a computer screen for extended periods with frequent phone use. Operates standard office equipment (computer, copier, printer) on a daily basis. Occasionally walks throughout the facility (out-buildings and office) to communicate with staff, check on the status of projects, etc. May lift, move and carry objects 20 to 40 pounds, such as boxes containing office supplies and other materials. Requires walking up and down stairs. Requires crouching, standing, bending, kneeling and reaching while performing tasks. This position is primarily in the office.

**To apply:**

Email resume and one-page cover letter (as one PDF document) to [Jobs@friendsoftrees.org](mailto:Jobs@friendsoftrees.org) by 5 p.m. March 27. Strong candidates may be contacted before position close date. Candidates invited to interview will be contacted by April 7.

Friend of Trees provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identification, national origin, age, disability or genetics.