



Development Associate Double H Ranch

Job Title: Development Associate
Location: Lake Luzerne, NY
Reports to: Marketing and Communications Director
Department: Development
Salary: \$20-\$23/Hour

About the Role

The Development Associate has a key role in the Development Department serving as a database specialist and providing administrative support to the CEO and Development Office. This role includes a variety of administrative tasks requiring discreet management of confidential information. This is a full-time, year-round position with a typical work schedule Monday through Friday, 8:00 - 4:00 or 9:00 - 5:00, with flexibility to accommodate nights and weekends during special events.

The ideal candidate must have strong analytical skills, strong attention to detail to coordinate accurate data entry and facilitate stewardship activities. This job requires a demonstrated ability to provide administrative support and exceptional customer service with a proven ability to manage multiple projects.

Main Duties and Responsibilities

Database Administration

- Coordinate all aspects of the donor and prospect database (Raiser's Edge) including donor records and updates, collaborating with the Marketing and Communications Director and Director of Development ensuring that data is accurate in comprehensive.
- Ensures best practices in gift processing, including timely banking of all gifts received by mail, processing of online donations, and gift entry to the database
- Maintain data integrity and accuracy.
- Preparing queries and reports, as requested

Donor Stewardship

- Prepare all acknowledgements for gifts from individuals, corporations, organizations, foundations, and gifts-in-kind.
- Send acknowledgment cards for all in memory or in honor donations received.
- Communicating with donors to facilitate taking gifts over the phone, in person, and at special events, and providing support to donors with regards to their financial contributions.
- Communicate concerns/questions with Development Team.



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Administrative Support to the CEO

- Maintain house accounts for various vendors and collection of receipts for payment of monthly statements
- Maintain, distribute, and reconcile petty cash
- Collect weekly invoices for CFO, distribution of checks and maintenance and filing of paid invoices for yearly audit
- Assist CEO in completing executive assignments, including special projects, SFCN assignments, committee meeting minutes, onboarding/Board orientation manual
- Assist CEO in preserving/organizing governance/financial documents and identifying which documents can be placed in the record retention room
- Assist CEO in creating administrative policies for the organization
- Complete all required Executive Administrator responsibilities specified in the Internal Control document
- Provide support and prompt follow-up to the Board of Directors

Other

- Participation in full and department staff meetings
- The confidentiality of all Ranch constituents, e.g. donors, children, families, staff, is protected
- Other duties as assigned
- Development Office policies are adhered to

Essential Knowledge, Skills, and Experience

- Bachelor's degree in related field or relative office work experience
- Previous experience with data management and donor database software
- Proficient in Microsoft Office, with an intermediate or advanced knowledge of Excel.
- Flexible, with a demonstrated ability to work independently and as part of a team while working in a fast-paced, multi-tasking environment.
- Exceptional interpersonal, oral, and written communication skills.
- Excellent project management skills and the ability to manage multiple projects at the same time

Our Commitment to Diversity and Inclusion

The Double H Ranch is a non-discriminatory organization committed to inclusion and equity. Our organization strives to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race, sexual orientation, or any other identifying label is accepted and has the opportunity to reach their full potential with dignity.



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Our core values set the foundation for celebrating our campers, volunteers, staff, and entire Double H Ranch community, as well as maintaining a safe and inclusive environment in all aspects of the work we do.

Double H Ranch families, campers, staff, and volunteers may face systemic barriers, and through our mission we seek to create equitable, accessible opportunities for all populations in our service. We celebrate and honor the diverse perspectives of our community and are committed to continually providing an inclusive environment. We believe this is essential to providing the best possible experience for everyone at Double H Ranch.

Benefits

- Simple Pension Plan
- Paid Holidays, Vacation, Sick Days, and Health and Happiness Wellness Days
- Paid Bereavement Leave
- Medical, Dental & Vision Plan
- Flexible Spending Account
- Short and Long-term Disability Plans
- Life Insurance
- Employee Assistance Program for staff and eligible family members
- Access to additional professional development opportunities through organizational membership of the SeriousFun Children's Network and American Camping Association.

How to Apply

Please send us your resume and cover letter which should include examples that provide evidence of how you meet the essential knowledge, skills, and experience. Please share what inspired you to apply for this role – what is it about our work that attracted you to Double H Ranch and the position.

We understand that the application process can be difficult, and we want to make it as easy as possible for you to shine. Please let us know what we can do to accommodate you.

The deadline for applications is February 10. Interested applicants should please submit a resume and cover letter to: Lisa Boucher, HR Director, lboucher@doublehbranch.org.