

**Name of Organization:** Northern Forest Center

**Job Title:** Development Assistant

**Organization Description:**

The Northern Forest Center is a growing, entrepreneurial non-profit organization located in Concord, New Hampshire with a field office in Bethel, Maine. The Center offers a dynamic, team-oriented work environment with a successful track record in fundraising and program development. The Northern Forest Center plays a critical coordination role across the vast forested region of northern Maine, New Hampshire, Vermont, and New York. The Center pursues coordinated funding initiatives, implements community and economic development and conservation programs, and educates the public about shared regional experiences and opportunities.

Visit [www.northernforest.org](http://www.northernforest.org) for additional information.

**City, State:** Concord, NH

**Job Description:**

The Northern Forest Center seeks a full-time **development assistant** based at its Concord, NH office to work closely with the development director, development coordinator, and president on donor relation activities. The development assistant provides general administrative support to the department and coordinates annual fund appeals, donor events, and a variety of meetings; assists with donor relation activities; manages database files; manages general office files and office systems; and participates in other fundraising activities as needed.

The development assistant reports to the director of development and will work with the board of directors, program directors, advisors, and other volunteers to achieve overall annual philanthropy goals.

The Northern Forest Center is an equal opportunity employer. All qualified applicants are encouraged to apply. This is a full-time position based in Concord. Salary is competitive and commensurate with experience and includes a comprehensive benefits package.

**Requirements** – Must be well-organized, detail-oriented, able to manage multiple priorities, and meet deadlines. Excellent verbal and written communication skills, including ability to prepare agendas, meeting notes, and other reports. Proficiency in Microsoft Office applications, and comfortable using web-based technology.

Self-starter with ability to work independently with minimal supervision and in a team environment. Strong human relations skills with an ability to relate well and communicate with a diverse donor base. Overnight travel may be required to attend one annual staff retreat, board meetings, and continuing education programs. Must enjoy working in a fast-paced, team-oriented environment and adjust well to change. Shall possess a record of professional accomplishment, demonstrate an eagerness to learn, and have a desire to contribute to the mission of the Center.

Demonstrated experience working in an administrative support position. Knowledge and skill with Raiser's Edge database system strongly preferred. An ability and willingness to learn new software and skills is essential.

**To apply:** Send a Letter of Application, resume, and at least 3 employment references to: [doliveira@northernforest.org](mailto:doliveira@northernforest.org) or mail to 18 North Main Street, Suite 204, Concord, NH 03301. No phone calls or visits, please. Applications accepted until position is filled.