

Development Associate

The Peninsula Open Space Trust (POST) is one of the nation's most dynamic and successful local land trusts, and over its 32-year history has protected more than 63,000 acres of open space along the Skyline Ridge, the San Francisco Peninsula, the Santa Cruz Mountain range and along the San Mateo County coast.

We are seeking an energetic team player to oversee and implement a variety of donor relation activities in support of POST's major gift program and high end annual giving program known as the Skyline Society. Primary responsibilities include developing a stewardship program, coordinating events, managing and carrying out prospect research, and writing proposals and stewardship reports for individual gifts. The Associate will work independently but will coordinate closely with the Director of Major Gifts, two major gift fundraisers, and the Vice President of Advancement.

The ideal candidate will possess:

- Experience in donor stewardship and event management, preferably in a fund raising office.
- Ability to work independently and take initiative
- Excellent written and verbal communication skills.
- Ability to prioritize and effectively handle multiple tasks.
- Excellent organizational skills.
- Experience with computer programs including Word, Excel, and database programs.
- Able to work well with others and to work under pressure in a professional manner.
- Ability to handle highly confidential information with discretion.
- Professional appearance and demeanor.
- College degree
- Valid California Driver's License.

Other job essentials:

- Employee may be required to hike over rough terrain.
- Employee must be able to drive.
- This position requires some evening and weekend work.

POST is an equal opportunity employer and encourages applications from people of under-represented groups who will contribute to the diversity of its staff.