



Administrative Assistant - Development Department

OBJECTIVE: Provide support to Capital Roots' stewardship efforts and fundraising appeals; maintain the donor database, coordinate the community donation jar campaign and annual Plant Sale.

QUALIFICATIONS:

- Excellent communication skills, both verbal and written
- Demonstrated time management, project management, organizational skills
- Must be flexible and comfortable interacting with various constituencies, including but not limited to donors, volunteers, board member and community members
- Must possess excellent computer skills - Microsoft Office applications and web.
- Proficiency with donor database systems, such as NeonCRM, a plus
- Demonstrated ability to work independently in a fast paced environment, meeting multiple deadlines with accuracy and attention to detail
- Successful candidate must possess a genuine interest in the mission of Capital Roots

RESPONSIBILITIES INCLUDE:

% of TIME

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| <ul style="list-style-type: none"> • Following the organization's stewardship policy, including preparing all gift acknowledgements. • Maintaining and building the Capital Roots donor database by performing gift entry and updates of donor and sponsor records • Preparing fundraising mailings that includes pulling accurate mailing lists from the database • Coordinating with the Volunteer Coordinator to ensure volunteer availability to assist with mailings. • Maintaining department mailing supplies and inventory. • Tracking outstanding pledges for all fundraising campaigns • Compiling accurate donor lists for publications and collateral • Preparing donor reports such as online donations, matching gifts and workplace giving reports, special events and appeals | 65% |
| <ul style="list-style-type: none"> • Coordinating and growing the Community Donation Jar campaign, including recruiting sites, and collecting, processing, and recording all jar donations • Coordinating the CLYNK campaign to increase participation | 20% |
| <ul style="list-style-type: none"> • Coordinating the Annual Plant Sale fundraiser, with the assistance of other staff and volunteers | 10% |
| <ul style="list-style-type: none"> • Must participate in Capital Roots events, staff meetings, and perform other duties as needed • Collaborate across the Development team and Capital Roots' entire organization to provide support, build resiliency, knowledge, and company culture • Other duties as assigned by Chief Development Officer and CEO | 5% |

SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid at an annual rate of \$32,240 per year, in a flexible work environment. Excellent benefits including comprehensive medical insurance and dental insurance upon hire. In addition to generous vacation time, we observe 11 paid holidays – including three floating holidays – and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan and are eligible for the Public Student Loan Forgiveness program.

ABOUT CAPITAL ROOTS: Capital Roots is striving to create a more vibrant and equitable food system in New York’s Capital Region. We work to reduce the impact of poor nutrition on public health in New York’s Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to nourish healthy communities by providing access to fresh foods and green space for all in support of a robust region food system. To learn more about Capital Roots, go to www.capitalroots.org.

Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We encourage all qualified candidates to apply. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds and lived experiences.

Send cover letter and resume (no calls please) to:

Laurie Miedema, Chief Development Officer

Capital Roots | 594 River Street | Troy NY 12180 | email: developmentofficer@capitalroots.org