

Development Associate

Acadia Center, a non-profit, research and advocacy organization committed to advancing the clean energy future, is seeking a Development Associate to join its External Relations team. Acadia Center is at the forefront of efforts to build clean, low carbon and consumer friendly economies. Acadia Center provides accurate and reliable information, and offers a real-world and comprehensive approach to problem solving through innovation and collaboration.

Position

Acadia Center is expanding its External Relations team with the addition of a Development Associate to assist with and be responsible for multiple development and external outreach tasks designed to strengthen Acadia Center's base of financial support and its efforts to promote a sustainable energy future. This position reports to the Director, External Relations. The Development Associate will provide support to the external relations team and the President and Board of Directors, participating in external relations activities including donor and public relations, direct appeals, and special events. In addition the Development Associate will support web and social media outreach and other communications activities as needed. The tasks will include an evolving list of short- and long-term projects. This is an opportunity for an adept and organized self-starter who is excited about Acadia Center's mission and approach and who would like to develop non-profit management skills.

Activities

- Individual donor and foundation relations
- Managing mailings and communications with donors and prospects
- Grant and donation tracking
- Coordination with Board of Directors and Advisory Council
- Organizing events
- Materials and content development for print, web and presentations
- Foundation and donor research

Qualifications

- Excellent verbal and written communications skills, with the ability to present information concisely and effectively
- Ability to organize and prioritize multiple projects, and to ask for direction when needed
- Self-motivated with ability to work independently.
- Excellent interpersonal skills.
- 1-3 years' experience in nonprofit development preferred
- Commitment and enthusiasm for sustainable energy and climate progress
- Minimum Bachelor's Degree preferred

Technical Proficiencies

- Microsoft Office Suite (Word, Excel and PowerPoint) and Prezi preferred
- Wordpress, Constant Contact and other social media/content management systems
- Familiarity with Adobe In-Design, Photoshop; Eventbrite (preferred)

Hours and Compensation

This position is intended as full time but could be structured as part-time or flex-time with pro-rated benefits. The position is in Boston, MA but other Acadia Center locations may be considered for the right candidate. Salary is commensurate with the selected candidate's experience and skill level. Benefits include health care, dental, retirement and disability.

To apply, please send a cover letter of interest, resume and at least two professional references to admin@acadiacenter.org and please insert **Development Associate** in the subject line. Phone calls will not be accepted.

Acadia Center is an Equal Opportunity Employer. Acadia Center seeks to recruit, hire, and provide opportunities for advancement without regard to race, color, religion, sex, national origin, age, citizenship, sexual preference or physical disability.