

## Terms of Reference: Part-Time Development Assistant

### Position Overview

The Rainforest Foundation US **Development Assistant** will support the fundraising efforts of the development team. This part-time position is designed for those with experience with databases and interest in development and nonprofit fundraising. This role reports to the Development Operations Manager. It is a part-time position (approximately 20 hours per week), to be performed remotely until it is deemed safe.

### Responsibilities

- Maintain and update our donor database (Virtuous), ensure data integrity and accurate gift processing
- Prepare fundraising reports as needed
- Send gift acknowledgments
- Follow up with gift processing issues and requests from donors
- Assist with monthly reporting for the accounting department
- Work on special projects as needed and assigned by the Development team

### Requirements

- Associate, Bachelor's degree or equivalent work experience
- Proficiency in MS Office
- Proficient with spreadsheets and databases. Fundraising software experience preferred
- Excellent data collection and research skills
- Self-motivated team player with a high sense of urgency and ability to handle multiple projects at once
- Outstanding organizational skills; detail-oriented
- Excellent written and verbal communication skills
- Ability to handle sensitive/confidential information with discretion
- Experience in nonprofit development preferred
- Interest in protecting the environment and human rights
- **Minimum availability: 20 hours per week**

### Benefits

- Flexible schedule
- Paid vacation

### Location

- Temporarily remote; work must be performed in or near Brooklyn, NY
- Associated location: 50 Court Street, Brooklyn, NY 11201

## How to Apply

**Please send an email to [jobs@rffny.org](mailto:jobs@rffny.org) with the subject line: Development Assistant.**

In the body of the email let us know why you think you are the right candidate for this position and attach your resume. **Your application will not be considered if it doesn't follow the previous instructions.**

RFUS aims to fill the position immediately. Please note that the position will be open until filled; interested candidates are encouraged to apply early and only those candidates that are short-listed for interviews will be contacted.

Black, indigenous and people of color are encouraged to apply. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and RFUS shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.