

**Sierra Club Development Associate:**

**Activities, Knowledge & Skills**

1. Plans, organizes and oversees all fundraising events and activities including appeals, events, grant proposals, donor identification and solicitation, and donor relations.
2. Assists the Chapter in the development of annual fundraising goals and objectives.
3. Develops and carries out solicitation plans. Identifies funding trends; develops and cultivates new funding sources.
4. Ensures that the chapter operates in compliance with all national, foundation and government grant requirements.
5. Works closely with national staff to coordinate fundraising efforts when appropriate.
6. Recruits and trains volunteers to participate in the Chapter's fundraising programs and activities.
7. Maintains the fundraising database and monitors the flow of funds, including the receipt and acknowledgment of gifts.
8. Monitors and prepares reports of fundraising progress. Provides financial progress reports to the Club, Chapter, executive committees, etc. Performs income forecasting.
9. Writes grant proposals to solicit funding from private, government, and public foundations.
10. Develops and maintains expertise in the professional field by reading current literature and attending seminars, conferences, and meetings when possible.
11. Performs miscellaneous duties as required.

**Knowledge & Skills:**

- Excellent written and verbal communication skills
  
- 2 years of prior experience in designing and managing fundraising campaigns for environmental or other non-profit organizations.
  
- Demonstrated effectiveness in fundraising campaigns and individual donor solicitation.
  
- Excellent organizational skills
  
- Skill in making presentations and public speaking
  
- Computer Proficiency
  
- Demonstrated ability and effectiveness in working with volunteers.

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Please send cover letter and resume to:

chapter-chair@sierraclubmass.org and  
director@sierraclubmass.org

please specify Development Associate in the subject line