



Development Associate

villagepreservation.org

Village Preservation, a non-profit 501(C)(3) organization seeks a highly-organized, detail-oriented self-starter to assist a dynamic, community-oriented organization with Salesforce data oversight and development projects.

Duties include:

- Oversight of recurring weekly, bi-weekly, and monthly processes via Salesforce such as donation acknowledgements, membership renewals, and prospecting
- Build and generate Salesforce reports
- Data tracking and coordination across platforms
- Cleaning and maintaining data in Salesforce
- Coordination and execution of hard mailings
- Assist with the coordination of aspects of the annual benefit and major donor initiatives
- Assisting staff members with various research, fundraising, educational, and advocacy projects

Skills and Requirements:

- Passion for data and admin work
- Extensive knowledge of Salesforce. Familiarity with apps Linvio and Pardot a plus
- Microsoft Office Suite, particularly Word and Excel; and corresponding Google Suite products
- Experience hitting targeted regular deadlines
- Ability to work independently and problem solve
- Interest in the educational, research, programming, preservation, and advocacy work of Village Preservation

40 hours per week, with occasional weekend and evening work. This is a non-exempt, overtime eligible position. Overtime is infrequent and not required. This mostly in person position does allow for some remote work.

Compensation package includes full medical benefits, vacation, etc.

Salary range: \$50,000-\$60,000

Village Preservation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply, send cover letter and resume to hiring@villagepreservation.org.