



**Job Title:** Development Associate

**FLSA Status:** Non-Exempt

**Position Type:** Full-time

**Department:** Development

**Job Level:** Associate (2)

**Pay Range:** \$77,700 - \$84,000 (commensurate with experience and aligned with EII's compensation philosophy)

**Reports To:** Director of Development

**About Earth Island Institute:**

Earth Island Institute (EII) is a leading nonprofit environmental organization that has been at the forefront of efforts to protect the environment and its inhabitants for over forty years. EII supports grassroots activists through a powerful network of approximately 80 sponsored projects working in the United States and around the world. EII's projects safeguard forests, oceans, and wildlife; support youth and women's environmental leadership and underserved communities; combat climate change; and promote environmental justice, sustainability, and resilience. EII further advances, informs, and inspires action through the New Leaders Initiative and its annual Brower Youth Awards, which provides youth leadership recognition and mentoring; Earth Island Journal, which provides unparalleled coverage of global environmental news and perspectives, both in a quarterly print issue and in daily stories online; and Earth Island Advocates, which uses the law to fight for the planet and its inhabitants. For more information, please visit [earthisland.org](http://earthisland.org).

**Position Overview:**

The Development Associate plays a key role in advancing Earth Island's mission by supporting all aspects of our fundraising and donor engagement efforts. This role focuses on donor data management, gift processing, campaign logistics, and communications support. As a core member of the development team, the Development Associate helps ensure that EII secures the resources needed to sustain and grow our environmental work globally. This role requires a forward-thinking individual who thrives in environments of growth and transformation. The

successful candidate will engage in organizational strategic planning and must demonstrate adaptability, resilience, and comfort operating in a changing landscape.

### **Key Duties & Responsibilities:**

- Serve as the first point of contact for donor inquiries and support.
- Maintain and update donor records in Salesforce, including processing gifts, generating reports, and tracking cultivation/stewardship activities.
- Manage logistics for direct mail fundraising, including appeals and donor stewardship letters.
- Coordinate and implement email campaigns using Engaging Networks, including quarterly appeals and program updates.
- Maintain and update Earth Island's distribution email lists.
- Support the Director of Development in tracking major gifts and generating donor reports.
- Provide communication and administrative support for EII's core programs, including the New Leaders Initiative and Earth Island Journal.
- Participate in annual fundraising strategy sessions and goal-setting with the development team.

We strongly encourage individuals from underrepresented backgrounds, including women and people of color, to apply. Research has shown that these groups are often less likely to apply unless they meet 100% of the listed qualifications. At Earth Island, we value diversity and believe that a range of perspectives contributes to our success. If you have at least 60% of the qualifications listed and a growth mindset, we encourage you to submit your application.

### **Required Skills/Abilities/Competencies:**

- Familiarity with donor databases, preferably Salesforce; strong ability to track and manage information.
- Excellent administrative and organizational skills with high attention to detail. Clear and professional written and verbal communication.
- Ability to manage multiple projects and deadlines with minimal supervision.
- Proficiency with Google Workspace (Docs, Sheets, Gmail), email platforms (Engaging Networks or similar), and project management tools (e.g., Nifty or equivalent).
- A collaborative team spirit and a growth mindset.
- Maintain a high level of professional judgment and confidentiality in all matters involving sensitive data.
- Participate in and contribute to strategic planning initiatives that guide organizational priorities and long-term goals.

**Supervisory Responsibilities and/or Key Relationships:**

- This role does not have direct reports but manages relationships with external contractors supporting Salesforce, Engaging Networks, and print production vendors.

**Education and Experience:**

- Bachelor's degree in a relevant field (e.g., Communications, Marketing, Liberal Arts), or equivalent combination of education and professional experience.
- 2–4 years of experience in fundraising, sales, customer service, or a related administrative role.

**Other duties:**

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.*

**Work Hours, Working Styles, Travel Requirements, and Additional Benefits:**

- For those staff in the San Francisco Bay Area, we are a minimum 2 days/week in-office hybrid at the Earth Island Institute office in Berkeley, California. Schedule to be coordinated with the Director of Development.
- No travel is required for this position.

**Compensation:**

A salary within the range of \$77,700 - \$84,000 will be provided to the successful candidate having met the minimum requirements for the position, consistent with the Earth Island Institute compensation philosophy.

Earth Island Institute has adopted a compensation philosophy and set of practices to promote equity, remove bias - whether implicit or explicit - in the salary adjustment process, and promote transparency around salaries. Each position has a grade and has a corresponding range of pay based on market pay practices and an employee's tenure in a job. The candidate's exact placement will be determined based on factors consistent with Earth Island Institute's compensation philosophy. Full benefits include medical, dental, vision, and life insurance, 13 paid holidays per year, a week-long winter break, paid vacation and sick leave, and a 401(k) plan with employer match.

**Affirmative Action/EEO Statement:**

Earth Island Institute provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity

or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Earth Island Institute is committed to our role in addressing barriers to engagement as we work collectively toward a future of environmental well-being for all. We value diversity and inclusion, and we look forward to reviewing applications from all who are qualified to apply.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.