

Career Opportunities

The Jane Goodall Institute is currently seeking applicants for the following position:

Position Title:	Administrative Assistant, Development
Department:	Development and Communications
Reports To:	Director, Development
Location:	Vienna, Virginia

Position Summary

The Jane Goodall Institute is seeking an Administrative Assistant to support the Development and Communications Team in their efforts to raise funds, resources and awareness in support of the mission of the Jane Goodall Institute (JGI). The Administrative Assistant will support the Development Team in all aspects of the fundraising process including responding to requests for information, gift processing, data entry and assisting with special events and meetings. This position will also provide support to JGI's E-store.

About JGI

The Jane Goodall Institute is a global community conservation organization that advances the vision and work of Dr. Jane Goodall. By protecting chimpanzees and inspiring action to conserve the natural world we all share, we improve the lives of people, animals and the environment. Founded in 1977 by Dr. Goodall, JGI inspires hope through the collective action of community-centered conservation, the innovative use of science and technology, and our Roots & Shoots youth program, now active in 140 countries around the world.

Primary Responsibilities

- Provide general administrative support to Development and Communications team
- Assist with gift processing and gift entry related tasks
- Help maintain accurate and up-to-date constituent records
- Service donor inquiries by phone, mail and email
- Draft acknowledgement letters, updates, and other correspondence
- Assist with donor events and meetings, including planning, invitations, coordination with vendors, travel arrangements etc.
- Assist with donor cultivation and stewardship mailings and other related efforts
- Conduct prospect research
- Support product development, placement and marketing for the Jane Goodall Institute's

E-store

- Other duties as assigned

Duties

- The ideal candidate will be a motivated self-starter who is comfortable working independently or as part of a team
- This position requires an individual who has the ability to prioritize a diverse portfolio of responsibilities and work on multiple, tasks simultaneously
- The ideal candidate will have excellent interpersonal skills and be comfortable interacting with a variety of audiences via telephone, email and written correspondence
- An eye for detail and a creative approach to problem solving would be key for this position, and a sense of humor would be welcomed.

Qualifications

- Bachelor's Degree
- Minimum one year of experience in a development department, fundraising shop of a non-profit organization.
- Ability to work confidently with Microsoft Office products (particularly Excel, Word), familiarity with Adobe Acrobat and Google products.
- Strong writing ability and proofreading/editing experience
- Experience with constituent databases is preferred. Experience with Raiser's Edge a plus
- Excellent interpersonal skills
- Ability to work in a fast-paced and culturally diverse international non-profit environment.
- Customer service experience
- Strong work ethic and ability to handle confidential information safely
- Interest in international development and conservation arena is a plus

Work Environment

General office environment.

Non-Discriminatory Policy

JGI's commitment to equal employment opportunities and the value of diversity is an essential part of our business practices and principles. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at JGI will be based on merit, qualifications, abilities and eligibility to work in the United States. JGI's employees are treated without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws. This employment opportunity philosophy applies to all aspects of employment with JGI including recruiting,



hiring, training, transfer, promotions, job assignments, benefits, compensation, discipline, dismissal, educational assistance, and social and recreational activities.

JGI complies with applicable state and local laws governing non-discrimination in employment in every location in which JGI has facilities. JGI will not tolerate discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws.

Application Instructions

Please send resume, writing sample and cover letter to careers@janegoodall.org by December 31, 2017 for consideration.

Contact

If you have questions about this position, please email careers@janegoodall.org. No phone calls or postal mail please.