



## Job Description

### Position: Development Administrative Assistant

**Position Summary:** Hale is seeking a detail-oriented, self-motivated assistant to support Hale's growing Development team while also supporting our Business Office. As Hale embarks on its second century of impact, we need a database-savvy, mission-driven teammate to generate reports, mine our records, reconcile fundraising totals, and research new leads to help grow our annual fund and see that our community is well stewarded.

### Responsibilities:

- Complete detailed data entry per company processes for all incoming gifts and send prompt gift acknowledgement letters to donors.
- In managing donor and gift data, maintain Hale's Salesforce database and perform regular data cleanup processes.
- Confidently and accurately generate lists of donors, addresses, gifts and other categories for the members of the development and business office teams.
- Fulfill general administrative duties like coordinating mass mailing, issuing parking passes, resolving questions about gifts and annual giving totals.
- Support the Development Team in planning and executing events and meetings by generating guest lists, sending invitations, brainstorming themes and speakers, assisting with day-of setup and breakdown, and attending events as a member of the Hale team.
- Responsible for keeping files and records organized and staying up to date with shredding/file destroying schedules.
- Maintains professional appearance and attire.
- Upholds the core values of Hale Education, Inc.
- Commits to and works towards equity, inclusion, diversity, and justice, both individually and within the greater Hale community.
- Creates and maintains a reputation for credibility, integrity, and fairness.
- Professionally represents Hale Education by displaying appropriate and professional behavior at all times during working hours, whether in person or through other communication avenues and when handling a variety of situations that may arise during interactions with others.
- Works with additional staff members as needed.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree or equivalent
- A minimum of 3 years of database and administrative support experience in a nonprofit, camp, or educational setting
- Facility with financial reporting
- Exceptional attention to detail
- Extensive experience using Excel and Salesforce or a similar data platform
- Ability to work independently and meet and manage multiple competing priorities

**Compensation and Benefits:** This is a full-time, non-exempt, year-round position. The salary for this role is \$54,000-60,000.

In addition, employees are eligible to participate in a robust benefits program including: health and dental insurance, annual cost of living increases, 403b retirement plan with employer matching, employer-sponsored long- and short-term disability benefits, life insurance, employee assistance program, and a competitive PTO plan including holidays, sick time, vacation time, personal days, and a week of closure between Christmas and New Year's holidays.

To apply, email a resume and cover letter to Jocelyn Bergeron at [advancement@hale.education](mailto:advancement@hale.education).

**About Hale Education**

Hale Education, Inc. believes nature, education, and recreation inspire us to learn, empower us to lead, and challenge us all to create a world in which people, place, and purpose are united. Since 1918, Hale has been changing lives by connecting the people of Greater Boston to the outdoors through camps, academic partnerships, and community programming. Hale is made up of year-round employees, seasonal staff, a Board of Directors, volunteers, campers, students, and daily visitors. Our year-round team is based in our Carby Street office, right at the entrance to Hale's 1,100+ acres of woodlands, streams, trails, and ponds. Our collaborative workplace encourages in-person connection and time spent outdoors. Every member of the ever-growing team has a voice and purpose at Hale, and all are motivated to share Hale's impact—from experiential learning opportunities to the restorative power of nature—to more people, year after year.