



Business and Development Assistant Position Opening

40 hours per week, year-round position with benefits
(posted May 27, 2022)

Make a career out of protecting lakes—join the NH LAKES Team!

NH LAKES seeks a creative, fun, hard-working, and career-minded individual to join its team as its Business and Development Assistant! If you care about natural resource conservation and want to be part of team inspiring positive change, this may be the opportunity you've been looking for. There is an opportunity for advancement within the organization for the right candidate.

Job Summary

The Business and Development Assistant handles routine daily business operations for the organization and supports the Fund Development Department. They will support the Director of Finance and Development with the routine financial administration of the organization. And, they will assist with the organization's fast-paced and innovative development programming committed to building a statewide philanthropic community in support of the organization's mission.

Essential Responsibilities

Assists with the routine financial, office, and human resource administration of the organization including:

- answering phones
- processing incoming and outgoing mail
- responding to email inquiries
- ordering office supplies as needed to ensure smooth operations
- processing accounts payable and receivable
- tracking grant and program activities in QuickBooks
- processing payroll
- tracking and reporting staff time related to different projects and paid time off
- benefits administration
- general IT support and troubleshooting

Assists with the administration of the Development Department including:

- mailings
- fulfilling store orders
- making donor thank you calls
- entering data
- promoting the fund development program through various print and digital outreach channels and activities

Collaborates with the entire NH LAKES staff on projects and events.

Knowledge, Skills, and Abilities

- Excellent customer service skills and attention to detail
- Superior written, verbal, email, and telephone communication skills
- High proficiency with MS Office and G Suite (Google Apps)
- Strong data entry and data management skills
- Strong administrative and organizational skills and an ability to handle multiple shifting, changing, and often conflicting, priorities is essential
- Must be a team player with willingness to work closely with all staff in a small office setting

Minimum Qualifications

- College degree
- 1 year of experience working in an office or in an administrative or program support capacity, in a nonprofit organization a plus
- Experience with QuickBooks or a willingness to learn nonprofit applications of QuickBooks
- Interest in nonprofit administration or environmental conservation, a plus
- A valid driver's license and access to a reliable automobile

Compensation & Benefits

- This position is eligible for paid holidays, vacation, and sick time, and paid parental leave.
- This position is eligible for the organization's health and retirement benefits, and short-term disability, life and AD&D insurances.
- This position is five days per week and primarily based at NH LAKES Headquarters in Concord.
- Paid professional development opportunities.
- Mileage reimbursement for use of personal vehicle for work purposes provided.
- Stipend offered for use of personal cell phone for work purposes.
- Dog-friendly office.
- This position is an hourly position and is subject to the Fair Labor Standards Act.
- The starting pay rate for this position is \$19 to \$21 per hour depending on experience.

To Apply:

- Send resume and cover letter to Martha Lovejoy, Director of Finance and Development, at mlovejoy@nhlakes.org and include 'Business and Development Assistant' in the subject line.
- No phone calls, please.
- Applicant review begins immediately and position will remain open until filled.

Organization Summary:

Founded in 1992, NH LAKES is a statewide, publicly-supported 501(c)(3) nonprofit organization with the mission to keep New Hampshire's 1,000 lakes clean and healthy, now and in the future. NH LAKES works with partners to promote clean water policies, responsible use, and inspires the public to care for lakes.

NH LAKES is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, sex, gender, disability, pregnancy or veteran status.