

**FRIENDS OF ACADIA  
2015 FINANCE & DEVELOPMENT ASSISTANT  
Bar Harbor, Maine**

**The Finance & Development Assistant** is a new position that works in both the Administration & Finance (A&F) and Development departments. The position is responsible for processing gifts in The Raiser's Edge database, maintaining donor and constituent records, providing support for development events, and various administrative functions including helping to reconcile deposits with gifts entered. The ideal candidate should be detail-oriented with strong interpersonal skills and the ability to juggle competing priorities. This position is full time.

**Specific Duties – Administration & Finance:**

1. **Banking** – Bring the prepared daily deposit(s) to the bank.
2. **Cost Mailings** – Work with A&F staff to calculate the cost of each mailing for development and program departments.
3. **Board and Staff Manuals** – Work with A&F staff to keep Board and Staff Manuals up to date, and contact information current. Manage document files for board on secure section of FOA website. Post board meeting packets, update board contact list, and other documents as needed
4. **Track Time Off** – Work with A&F staff to maintain a tracking worksheet for employees' weekly time sheets and personal/vacation time used.
5. **Mail** – Pick up mail from the post office in the morning and drop mail off at the end of the day.
6. **Phone** – Present a professional and friendly disposition when answering phones and greeting visitors. Remember to repeat visitors' names and greet personally. Assume every caller is a major donor.

**Specific Duties – Development:**

1. **Gift Processing** – Enter gifts in The Raiser's Edge database, ensuring that cash and credit card gifts, stock donations, event registrations, and online NetCommunity donations are accurately recorded.
2. **Liaison** – Serve as the primary liaison between Development and A&F to ensure reconciliation between The Raiser's Edge and The Financial Edge and provide support for the annual audit.
3. **Adjustments** – Perform adjustment transactions and corrections.
4. **Phone** – Assist in handling telephone calls and emails related to donations.
5. **Constituent Records** – Maintain constituent records including new entries, address and salutation changes, and constituent interactions.
6. **Events** – Support special development events, including the annual benefit auction.

**Qualifications:**

- Bachelor's degree preferred

- Ability to handle confidential information
- Knowledge of The Raiser's Edge and Financial Edge databases preferred, or experience with similar database applications
- Good oral and written communication skills
- Proven organization skills, with ability to set priorities and manage multiple tasks, with strong attention to detail
- Ability to interact with the public in a professional, courteous manner
- Ability to work collaboratively with Development and A&F teams on joint projects
- Efficient with Microsoft Word, Excel, and Outlook
- Ability to sit for a number of hours at a computer
- Ability to lift 20 pounds
- Sense of humor

**Schedule:** Full time, 40 hours per week, 8:30 a.m. to 5 p.m. and some weekends or evenings as needed for special projects and events.

**Benefits:** The Finance & Development Assistant position is a salaried, year-round position with the need for occasional weekend and evening work. FOA offers a competitive compensation package, values diversity in the workplace, and does not discriminate in any way in its hiring decisions. Positive work environment. Acadia National Park at your door. **EOE.**

**Reports to:** Diana McDowell, Director of Finance & Administration

**To Apply:** Send cover letter and résumé to Sarah Curts, Accounting & Administrative Associate, via email: [sarah@friendsofacadia.org](mailto:sarah@friendsofacadia.org) on or before **February 27, 2015.**

**Friends of Acadia** is an independent nonprofit organization, founded in 1986. Its mission is to preserve the outstanding natural beauty, ecological vitality and cultural distinctiveness of Acadia National Park and the surrounding communities, and thereby to ensure high quality experiences for visitors and residents. Since 1986, FOA has granted more than \$20 million for park and community conservation. The organization has more than 4,000 members and makes possible the employment of more than 130 workers directly serving Acadia National Park.