



494 Maple Ave, Ste. 1
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DEVELOPMENT ASSISTANT

ADK (Adirondack Mountain Club) works to protect New York State wild lands and waters by promoting responsible outdoor recreation and building a statewide constituency of land stewardship advocates. Since 1922, the organization has worked to increase access to the backcountry by building trails, conserving natural areas, and developing a stewardship community that supports the ethical and safe use of New York's outdoor spaces. A member, donor, and volunteer-supported organization, ADK reaches across New York through its chapters to inspire people to enjoy the outdoors ethically.

ADK is now seeking a Development Assistant who is passionate about our mission. This role provides pivotal administrative support during a major fundraising year and will work closely with the Senior Director of Development on key major-gift initiatives.

POSITION SUMMARY

Reporting to the Senior Director of Development, the Development Assistant plays a vital role in powering ADK's fundraising and membership operations. This position helps keep our engine running—maintaining accurate records, processing mail and membership materials, and ensuring timely, well-organized back-office systems that allow ADK to meaningfully engage donors and members.

Working closely with the Development & Membership Manager, Development Associate, and colleagues across the organization, the Development Assistant supports smooth workflows and contributes to positive, mission-driven constituent experiences. This full-time role also provides key support to the Senior Director of Development on major gift initiatives during an exciting year of expanded fundraising efforts at ADK.

KEY RESPONSIBILITIES

Administrative & Office Support – 35%

- Provide general administrative support, including filing, scanning, organizing records, and maintaining orderly digital and physical workspaces.
- Process incoming mail, including sorting, routing, and preparing materials for data entry and fulfillment.
- Assist with address updates and record maintenance, including completing manual address changes following mail appeals and NCOA updates.
- Manage document scanning for membership records, including multi-year backup digitization and ensuring all sensitive information (e.g., credit card details) is properly redacted.

Development & Membership Support – 35%

- Support donor and member data entry, ensuring accuracy and adherence to data standards.
- Assist with membership fulfillment, including printing membership cards, preparing new-member materials, and ensuring timely delivery of membership packets.
- Support membership renewal processes, including preparing printed notifications, coordinating with mailing processors, and bringing materials to shipping carriers when needed.
- Assist with generating acknowledgment letters, preparing donor correspondence, and supporting cultivation activities as assigned.
- Maintain inventory of membership materials and assist with re-ordering supplies as needed.
- Help prepare segmented mailing lists or pull basic data reports under the guidance of the Development & Membership Manager.

Special Projects & Team Support – 30%

- Provide administrative and logistical support for the Senior Director of Development, including assisting with early-stage major gift efforts; coordinating travel and event logistics; preparing itineraries; and supporting meetings, visits, and donor-facing activities as assigned.
- Identify and implement opportunities to increase operational efficiency across development and membership systems, including optimizing automated gift

acknowledgment workflows, improving data processes, and exploring appropriate uses of AI tools to streamline tasks.

- Assist with special initiatives, campaigns, events, or development projects as assigned.

QUALIFICATIONS

- Minimum of 1 year of experience in development or membership (major gifts experience preferred).
- Strong attention to detail and commitment to accuracy.
- Excellent organizational skills and the ability to manage multiple tasks and deadlines.
- Ability to handle confidential information with discretion.
- Must be tech-savvy and able to learn new programs and applications quickly and efficiently.
- Comfort working with databases, spreadsheets, and digital tools.
- Experience with Salesforce is strongly preferred.
- Comprehensive knowledge of Microsoft Outlook, Teams, Word, Excel, PowerPoint, Zoom, Canva, and social media platforms.
- Strong communication and customer-service skills.
- Ability to work independently and collaboratively as part of a team.
- Willingness to support both routine administrative tasks and special projects.
- Commitment to strong performance, accountability, and openness to feedback.
- Must have a solutions-oriented, can-do attitude.
- Interest in and enthusiasm for the nonprofit sector.
- Bachelor's degree preferred.

LOCATION OF POSITION

Candidates must be authorized to work in the United States and should be able to travel to ADK's Saratoga Springs office three times per week, with occasional travel to ADK's Lake Placid headquarters as needed.

BENEFITS AND COMPENSATION

Reports to: Senior Director of Development

Classification: Full-time, non-exempt

Dates: N/A

Salary/Wage: \$25 / hour

Benefits: Paid vacation and holidays; matching contribution to 403b; health, vision, and dental; free ADK workshops, discounts on store merchandise and rental equipment.

ORGANIZATIONAL STATEMENT

As an organization, we appreciate a diverse set of skills and candidates eager and willing to grow and learn with our organization. As such, our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills and aptitude to succeed in this role, we want to hear from you.

ADK affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters are made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, ethnic or national origin, age, physical or mental disability, sexual orientation, gender identity, familial status, military status or any other classification protected by federal or state law. Any discrimination in the workplace against persons protected by equal employment opportunity laws is illegal and against policy.