



Development Associate

Part Time Salaried/Hybrid schedule

\$40,000 annual salary, flexible schedule averaging 28 hours per week, experiential on-Trail time

Initial hire as a contractor, with consideration of transition to ERTF staff upon mutual agreement of Executive Director and Development Associate

Mission: The Elizabeth River Trail (ERT) Foundation plans, programs, and advocates for the Elizabeth River Trail to connect Naval Station Norfolk to the Virginia Beach Trail.

Vision: The ERT Foundation will be a global model of waterfront trail resilience and education that supports connected communities, inclusive infrastructure, and economic development as part of a regional trail system.

Values: Impact, Community-based, Inclusion

Team Culture: See a need, fill a need. Consensus decision making. We have purpose, flexibility and voice.

Job Summary: Our small team has made a big impact and we celebrate that impact together in all the ways we improve our community. As the Foundation enters its next phase, the need for dedicated development and donor stewardship is imperative. The Development Associate will play a critical role in advancing the ERT Foundation's fundraising strategy and long-term revenue growth and creating a culture of philanthropy and donor stewardship. The position will support a robust CRM/donor database (Bloomerang) and provide key support for donor stewardship, and provide key information, materials and reports to the volunteer fundraising committee and the Board of Directors.

The Development Associate is responsible for:

-Coordinating donor stewardship communications and activities to include timely thank you's, reminders to ED and Fundraising Committee regarding follow up and stewardship opportunities, (i.e. birthdays, special occasions, etc.).

- Correspondence updating per campaign and appeal in CRM
- Utilize **QGiv** for donor forms and receipts
- Ensure donors receive appropriate level of recognition and benefits for their giving level including follow up on benefits received



-Managing the newly established Wayfinders and Trail Mix Collective (recurring monthly giving) programs.

- Attend major ERT Events and solicit new Wayfinders
- Solicit new Trail Mix Collective businesses, and steward existing TMC businesses through innovative ideas and promotions.

-Overseeing reports to the Fundraising committee, executive, board, and preparing quarterly City reports.

- Donor prospect list and assignments
- Timely and relevant reports developed through **Bloomerang** CRM
- Coordinate cultivation meetings with existing, lapsed and prospective donors for ED

-Supporting the development and implementation of an annual fundraising plan.

- Lead the Giving Tuesday, Give Local 757, and End of Year appeals
- Provide support for Spinclusion special fundraising events

-Researching, identifying and building relationships with potential local Foundation support.

- Supporting grant-related data and reporting
- Administrative tasks as assigned and needed

-Managing efforts to convert walk-in visitors to the ERT HQ to active donors.

- Develop and manage displays and talking points
- Assist HQ Hosts and Staff with the greeting of guests and identifying donor recruitment

Required Qualifications:

- **A love for the Elizabeth River Trail and its mission.**
- 2+ years experience preferred working in a **nonprofit** setting and donor databases strongly preferred
- Demonstrated success with fundraising and donor retention
- The Development Associate must be able to **independently prioritize their day**
- The ability to **genuinely build relationships** with diverse individuals
- Excellence in communication including correspondence and compelling storytelling
- **High level of ethics, empathy and dependability.**
- Excellent computer skills, including proficiency in Google Drive and databases.

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- Excellent **organizational skills**, problem solving skills and attention to detail.
 - Ability to both multi-task and spend focused time working on a project with a strict deadline.
 - **Self-directed and autonomous work ethic** with ability to shift priorities quickly.
 - Ability to work flexible hours including evenings and weekends to meet the needs of community events, and **adapt to changing situations**.
 - A **passion for helping others** and providing excellent service.
 - Ability to work occasionally in **outdoor weather conditions**.

Desired Qualifications:

- Experience with Bloomerang and QGiv
- Experience with WordPress

Interested candidates should submit a current resume and cover letter **addressing their qualifications and interest** in working for the Elizabeth River Trail Foundation to admin@elizabethrivertrail.org. Please include your name and 'Development Associate' in the subject line. Attachments should be in PDF format. Only electronic applications will be accepted and reviewed for this position. Please do not call or drop materials off.

Application deadline is September 4, 2026 at 5:00pm.

The Elizabeth River Trail Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, national origin, religion, gender, age, sexual orientation, disability or genetics.