



MAILING ADDRESS

30 Pleasant Street
Woodstock, VT 05091
802-432-1042

FIELD OFFICE

Pleasant View Farm
25 Dobson Hill Road
Thornton, NH 03285
603-726-8911



July 2018

Job Description

Position: Business and Development Manager

Hubbard Brook Research Foundation (HBRF)

Status: Full time

Location: HBRF Administrative office, Woodstock, VT

Regular Schedule: 40 hours per week, 9:00 am – 5:00 pm, Monday – Friday

Reports To: Executive Director

The Hubbard Brook Research Foundation (HBRF) works to support the Hubbard Brook Ecosystem Study in Woodstock, NH. For more than half a century at the 8,000-acre Hubbard Brook Experimental Forest, long-term studies of air, water, soils, plants, and animals have revealed the causes and consequences of acid rain; the effects of lead, salt, and nitrogen pollution in streams and lakes; and the environmental drivers affecting migratory songbirds.

Established in 1993, HBRF provides logistical support to scientists and connects the Hubbard Brook Ecosystem Study with diverse stakeholder groups across New England. HBRF synthesizes and presents scientific information with real-world, practical applications in mind. HBRF products include K-12 math and science lessons, guided forest tours, professional development for teachers, undergraduate field schools, community dialogue events, and policy-relevant briefings and bulletins.

For more information. Visit: www.hubbardbrook.org

Essential Job Functions

Reporting to the Executive Director, the Business and Development Manager (BDM) will oversee projects and ongoing responsibilities related to HBRF operations and administration. The BDM will lead housing rental operations at Mirror Lake and Pleasant View Farm. The BDM will oversee and coordinate Hubbard Brook events including the Annual Meeting of Scientific Cooperators. The BDM will assist the Executive Director with fund development tasks. Depending on experience, the BDM might assist with basic bookkeeping.

Duties & Responsibilities

- Create and update the annual development calendar
- Identify and research foundations, corporations, and individuals with charitable giving profiles that align with HBRF's mission, goals, and programs
- Organize development events (i.e., small house parties, large fundraisers)
- Maintain, update, and segment HBRF's donor database
- Assist with direct mail and electronic donor appeals
- Provide logistical support for annual and special events at Hubbard Brook (e.g., Scientific Cooperators' Week)
- Oversee the preparation of donor correspondence (e.g., gift acknowledgment letters)
- Assist with the preparation of printed and digital reports for donors and friends

- Serve as the primary point of contact related to rentals at Mirror Lake and Pleasant View Farm housing facilities
- Coordinate the rental calendar and housing assignments for scientists and non-scientists
- List available housing units on Airbnb when they are not occupied by scientists
- Update and implement the Mirror Lake business plan in order to achieve budget targets
- Oversee facilities budgets and track expenses according to targets
- Assist with the quarterly e-newsletter
- Bookkeeping (i.e., track payables/receivables in QuickBooks and process payroll)
- General, ongoing administrative tasks
- All other duties assigned

Regularly scheduled hours will be 9:00 am to 5:00 pm, Monday through Friday. Evening and weekend work will be required occasionally. Work will be based out of HBRF's administrative office in Woodstock, VT, although regular trips to Hubbard Brook in Woodstock, NH, will be required (e.g., monthly all-staff meetings).

Salary commensurate with experience.

Minimum Job Requirements

- Bachelor's degree
- 5 years of administrative/development/facilities work experience
- Previous experience working for a non-profit organization
- Highly proficient with computer applications, preferably MS Office Suite (Outlook, Word, Excel and PowerPoint)
- Excellent written and verbal communication skills
- Strong interpersonal skills; team player; ability to work across a complex organization
- Ability to multi-task as part of a fast-paced team
- Strong organizational skills; detail-oriented
- Appreciation of HBRF's mission
- Valid driver's license and driver in good standing

Preferred Job Requirements

- Previous experience with donor database software (e.g., Act!, Raiser's Edge, Little Green Light)
- Knowledge of regional, national, and international foundations which prioritize scientific and environmental work
- Previous experience with facility management and property rentals
- Previous experience working for a non-profit organization with a scientific or environmental mission
- Social media outreach experience in a professional setting
- Understanding of strategic campaign techniques and other campaign development tools
- Advanced training in development techniques

To apply, send résumé and cover letter to: alavallee@hubbardbrookfoundation.org