



THE AMERICAN CHESTNUT FOUNDATION®

About The American Chestnut Foundation

The American Chestnut Foundation (TACF) is a nonprofit conservation, education, and scientific research organization with 20+ staff members located from Vermont to North Carolina, an 18-member board, and an annual budget of three million dollars. Founded in 1983 and based in Asheville, NC, TACF and its 16 state chapters are employing traditional breeding and modern genomics to develop, and ultimately restore, American chestnut populations. TACF is primarily supported by private philanthropy and targeted research funding. TACF is dedicated to prioritizing a diverse and inclusive workplace and continually integrates Diversity, Equity, Inclusion, and Justice (DEIJ) into its culture.

The American chestnut is a symbol for the hope that exists for all threatened species. TACF has played the lead role in rescuing this species through its innovative breeding and genetic research for four decades. TACF's long-term goal is to create self-sustaining populations with disease-resistant trees growing stronger in each succeeding generation. TACF is restoring a growing legacy for decades and centuries to come.

Our Mission is to return the iconic American chestnut to its native range

Our Vision is a robust eastern forest returned to its splendor

TACF's Values: Optimism, Patience, Science-Based Decisions, Integrity, Innovation, and Collaboration

Position: Gifts and Records Specialist

Full-time permanent position with a robust benefits package and flexible, hybrid options

Position Location: TACF National Office, Asheville, NC

Reporting to: Director of Development

Salary Recruitment Range (DOE): \$45,000-\$50,000 annually - TACF is a Living Wage Employer

Reporting to the Director of Development, the Gifts and Records Specialist ensures that donor and member records and correspondences are clean, concise, and in compliance with gift guidelines and company policies. The Gifts and Records Specialist is an integral part of the administrative team and serves as the initial point of contact for members, donors, visitors, and the community.

Responsibilities and Duties

- Address donor questions and requests with exemplary customer service
- Maintain and manage the overall integrity of the donor database
- Timely and accurate gift processing, database entry, and data quality control in Donor Management System
- Create, update, and issue gift receipts for individuals, foundations, and donor-advised funds
- Track and manage matching gifts and pledges
- Maintain accurate and current donor data that effectively reflects key solicitation information
- Curate and promote merchandise: Manage sales, inventory, and shipping of said merchandise
- Assist in the execution of special events (seed distribution and annual meetings)
- Manage, track, and promote fundraisers, raffles, and Wild-Type American chestnut seedling sale while maintaining clear customer communication
- Oversee e-commerce site and manage its functionality

- Cross-train on membership reports, seed level management, and event planning
- Administrative support

This description is not designed to be a complete list of all duties and responsibilities required for this job.

Qualifications and Skills

- Associate's degree; Bachelor's degree preferred; Combination of experience and education may be considered
- Experience in non-profit organization(s) is preferred, especially in fundraising, accounting, and database maintenance
- Working knowledge of donor database functionality required; DonorPerfect or similar fundraising software desirable
- Proficient in use of personal computers, office productivity software, and common business computer technologies, including the Microsoft Office 365 Suite
- Experience with remote conferencing platforms, including MS Teams, Zoom, and Google Meet
- Familiarity with online marketing tools such as Constant Contact
- Ability to handle and protect confidential information
- Interpersonal skills using tact, patience, courtesy, and clear communication
- Strong attention to detail, accuracy, and dependability
- Ability to work some weekends and travel as required at least two times per year, specific to event planning and attendance,
- Valid driving license and vehicle insurance

Benefits

In addition to a great culture, TACF offers a robust benefits package to support employees and their families! Benefits include health, vision, dental, and life insurance, as well as flexible spending account (FSA) options. Benefits begin the first day of the month following hire.

TACF also offers a 403(b)-retirement plan, including 5% company match contributions after two years of service to help your long-term financial plan grow quickly. In addition to at least 12 paid annual holidays, TACF offers ten paid sick days and two weeks of paid vacation which increases with tenure and performance.

Professional development in the form of conferences, training, and staff retreats are offered occasionally and by request with approval from your director.

TACF's Covid Statement

Out of an abundance of concern for our staff and the communities that we serve, TACF continues to closely monitor COVID-19 pandemic developments and adjust the foundation's actions according to CDC and statutory guidelines. As a science-based organization, we request all applicants be fully vaccinated for this disease unless there is a legal exemption.

Application Process

Interested candidates should apply via the TACF's [employment page](#). Application close date is December 15, 2023. TACF will acknowledge receipt of all applications. Please note that we are not accepting phone inquiries regarding this open position, so please do not contact TACF via phone.

TACF is an Equal Opportunity Employer and is committed to providing an equal opportunity to all qualified individuals who are seeking employment, and to all current employees. A Diversity, Equity, Inclusion, and Justice (DEIJ) ethic is a priority and is being continually integrated into TACF's culture which is dedicated to supporting a diverse, inclusive workplace. TACF does not discriminate based on race, religion, color, sex, age, national origin, marital status, sexual or gender preference, veteran status, disability, pregnancy or related condition, ancestry, medical condition, physical handicap, or any other protected class or status.

TACF is certified as a Leading Living Wage Employer by Just Economics of WNC and dedicated to a just and sustainable economy.