



## **HIRING ANNOUNCEMENT – DEVELOPMENT ASSOCIATE**

**January 26, 2026**

### **Opportunity**

*Advocates for the West* seeks a Development Associate with 2 years or more of comparable experience in an administrative, assistant, and/or fundraising capacity, and a passion for the environment to join our talented team working to protect the American West through strategic litigation and legal advocacy.

### **About *Advocates for the West***

*Advocates for the West* is a non-profit public interest environmental law firm headquartered in Boise, Idaho, with offices and staff in Oregon, Montana, Colorado, and Washington. Founded in 2003, we provide free legal counseling and representation to a wide array of conservation groups, Native American Tribes, and individuals, primarily in federal court litigation.

We work across the West, handling dozens of cases each year with an overall 85% success rate. Our current docket is focused on fighting public lands oil and gas leasing; protecting sage-grouse habitat throughout the Interior West; saving the Pacific Northwest's salmon, steelhead, and other imperiled fish; defending special places stretching from the coast of California to the Rocky Mountains in Colorado and national forests in northern Washington to the borderlands of Arizona; and protecting communities from mining and pollution.

Learn more about our work and organization at [www.advocateswest.org](http://www.advocateswest.org).

### **Position Description**

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The Development Associate (DA) supports smooth operations, sustainability, and growth of *Advocates for the West's* fundraising and public education programs as a member of our development, communications, engagement, and administration team. The DA oversees the Constituent Relationship Management (CRM) system, entering and maintaining individual donor and foundation data, producing reports and lists, and providing analysis of fundraising functions. The DA works with the Communications and Engagement Director (CED) to coordinate administration of our foundation fundraising efforts, produces foundation proposals and reports, and leads foundation prospecting. The DA coordinates volunteers and supports implementation of in-person and virtual events. The DA supports and contributes to a positive, respectful, supportive, and collegial work environment and helps to advance *Advocates for the West's* commitments to create a diverse and inclusive organization that centers around equity and justice. The DA reports to the Development Manager.

## **Position Responsibilities**

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### **Development Administration (55%)**

- Oversee CRM (Bloomerang) system, including tracking all donations, generating acknowledgements, maintaining records, preparing reports, analyzing data, and serving as organizational lead on Bloomerang best practices.
- Coordinate recurring gifts program, including tracking all donations, generating acknowledgements, maintaining records, preparing reports, analyzing data, and serving as primary contact for participating donors.
- Cultivate current donors in the \$1-99 annual giving range by offering gratitude and building relationships.
- Support in-person and virtual events, including management of data and volunteers, and support event logistics.
- Manage the development, communications, and engagement volunteer program.
- Participate in the creation and implementation of an annual development, communications, and engagement plan.

### **Foundations (40%)**

- Create and maintain an annual calendar containing deadlines for submission of grant applications and reports, and touch points to foster relationships with foundation staff and/or trustees.
- Coordinate writing and submitting materials for grant applications and reports.
- Lead the organization in identifying and cultivating relationships with foundation prospects, coordinating support from staff, and meeting with primary contacts, when appropriate, to communicate the organization's work and priorities.
- Manage all foundation related data in CRM.

### **Administrative/Other (5%)**

- Attend meetings, retreats, and trainings.
- Participate in organization-related committees, as desired or requested.
- Complete all required paperwork (i.e. evaluations).
- Perform other duties, as needed.

### **Required Qualifications**

- Two years' or more of comparable experience in an administrative, assistant, and/or fundraising capacity.
- Familiarity with, or eagerness to be competent in, CRM management.
- Strong attention to detail with exceptional organizational skills; a fast learner with the ability to consistently meet deadlines.
- Strong computer skills, including proficiency with Microsoft Office and Google products, as well as comfort and experience with remote-meeting software (Zoom).
- Strong verbal and written communication skills, including ability to distill complex issues into clear and persuasive messaging.
- Enthusiasm for connecting with people and building relationships.

### **Preferred Experience and Skills**

- Commitment to *Advocates for the West's* mission.

- Highly collaborative style with proven capacity to inspire cooperation and work well with a variety of internal and external stakeholders.
- Aptitude for generating, maintaining, and applying data to drive strategy.
- Prior non-profit experience.
- College degree preferred but not required with 2 or more years of comparable experience.

*Advocates for the West* is committed to becoming more representative of the communities we serve and encourages people from underrepresented backgrounds to apply. We value a wide range of relevant experiences within and outside of the non-profit environmental sector. Successful candidates will demonstrate a commitment to advancing diversity, equity, inclusion, and justice within the organization and in the environmental movement.

*Advocates for the West* is committed to providing equal employment opportunities without regard to race, ethnicity, national origin, age, gender identity, sex, sexual orientation, physical or mental disability, marital status, pregnancy, medical condition, veteran status, religion, and socioeconomic background.

### **Location**

The position is based in our Boise, ID headquarters. Our staff enjoy a flexible hybrid work model, working both in-office and remotely. This position will require some travel throughout our western region.

### **Compensation**

*Advocates for the West* offers a competitive compensation package and flexible work environment. The starting salary range for this full-time position is \$56,000-62,000, depending on experience. We offer a discretionary annual bonus and employer retirement plan contributions. Benefits include medical, vision, and dental insurance, disability insurance, pre-tax medical savings plan, cell phone reimbursement, and generous vacation and leave policies, plus a sabbatical program after seven years' employment. All *Advocates for the West* employees have access to professional development opportunities relevant to their position and career goals.

### **To Apply**

Please submit a cover letter, resume, and three references through our application portal: [Application Form](#). On the last page of this form, please upload requested application materials in one PDF using the following format to title your PDF "Last Name.First Name.Position applying for". Please contact Alexa Ochsner, [aogsner@advocateswest.org](mailto:aogsner@advocateswest.org), if you need assistance. Preference will be given to candidates who apply by February 20, 2026. After that, applications may be reviewed on a rolling basis as needed.