Development and Operations Associate
Job Description

Supervisor: Executive Director
Type: Full-time / Exempt
Location: Philadelphia, PA (in-person, with 1–2 days remote flexibility)
Compensation: $50,000 - $55,000 per year, plus benefits package
Application Deadline: Friday, November 20, 2026

About Us

The Tookany/Tacony-Frankford Watershed Partnership (TTF) is a community environmental organization dedicated to caring for our watershed and public spaces. We focus on watershed restoration, urban forestry, culturally rooted park stewardship, and grassroots community organizing. We champion environmental justice by investing in neighborhood leadership and providing opportunities for residents to shape the future of their own public and natural lands spaces.

Role Summary

The Development and Operations Associate is a vital, multi-faceted role split evenly between fundraising support and organizational logistics. You will help drive our development strategies while managing the day-to-day administrative, financial, and operational systems that keep TTF running smoothly.

Core Responsibilities

Development & Fundraising (50%)

- Grant Management: Research prospects, track pipelines, monitor deadlines, and assist with proposal writing, editing, and reporting
- Gift Processing: Record individual, corporate, and foundation donations, process transactions, and issue timely donor tax-receipt letters
- Database Upkeep: Maintain our donor and grants database to ensure record accuracy
- Campaign Support: Manage administrative logistics for direct mail and digital fundraising appeals

Operations & Administration (50%)

- Financial Administration: Process accounts payable/receivable, and staff payment and reimbursement requests, handle bank deposits, and assist with payroll and annual audit prep

- Office Logistics: Manage office upkeep, order supplies, handle mail, respond to inquiries, maintain equipment, and renew subscriptions and contracts
- Team Operations: Coordinate internal meetings and events and update office calendar
- Compliance: Track and fulfill mandatory reporting for government agencies, foundations, and insurance
- Human Resources: Assist with recruitment, new-hire onboarding, offboarding, and benefits administration

Skills and Qualifications

- Strongly prefer 3 - 5 years' experience in development, operations, or related role
- Strong technical aptitude for administrative, fundraising, and financial tools (e.g., Google Workspace, GiftWorks, Paypal, Ramp, Quickbooks)
- Highly organized self-starter able to manage multiple projects simultaneously
- Attention to detail and a passion for accuracy
- High discretion with confidential donor, financial, and HR data
- Natural curiosity and enthusiasm for mastering new systems and tools
- Appreciation for environmental stewardship and community organizing
- Comfort with growing, fast-paced environment

HOW TO APPLY

Submit your resume and cover letter to **admin@ttfwatershed.org** with the subject line “Job Application - Development and Operations Associate.” Interviews are conducted on a rolling basis.

We welcome applications from all people regardless of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.