



Audubon Society of Portland

Job Announcement

Job Title:	Development Coordinator
Department:	Development and Membership
Reports to:	Director of Development and Membership
Classification:	Non-exempt, Full-time
Compensation:	\$17-\$18.25 per hour, DOE plus health, retirement, and other benefits (see below)

Position Summary

The Development Coordinator is an integral team member of the Development and Membership Department, providing support and service to Audubon's 15,000+ members and donors. With primary duties of administrative and gift processing support, the Development Coordinator contributes to a diverse program that includes membership, major gifts, foundation and corporate relations, and special events. This is a great position for someone who loves data communicating with members and donors, and the mission of Portland Audubon.

Audubon Society of Portland has just completed a five-year strategic plan. A central goal moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. The Development Coordinator will work to continually improve on the EID goals set forth in the strategic plan, and will be charged with weaving these goals into the culture of the volunteer program.

Essential Duties and Responsibilities

Donor Records Management

- Maintains donor database, ensures integrity, maintenance, coding, staff training & troubleshooting.
- Performs primary data entry of member, donor, contact, address change, and other related information into donor database.
- Maintains highly detailed information on major donors and prospects, providing regular updates on donor activity.
- Processes incoming membership fees, monthly giving, electronic fund transfers and other donations, and prepares/balances gift reports and bank deposits daily.
- Incorporates and ensures consistency of data imported from other Audubon databases.
- Prepares member and donor recognition lists for publications.
- Creates queries and produces lists and reports.
- Coordinates grant tracking process, tracking submissions, forms and reporting deadlines.
- Trains and oversees data entry volunteers.
- Maintains procedures manual.

Event Logistics

- Supports fundraising and other special events. Assists other Development team members with planning, scheduling, and promoting membership events or event components.

Administrative Duties and Support

- Supports events for donor stewardship and fundraising.
- Prepares and sends acknowledgement letters, membership cards and benefits.
- Prepares occasional outreach mailings.
- Serves as a contact person for members, donors, volunteers, and board members.
- Fulfills requests for newsletters, promotional materials, and other publications.
- Performs other clerical functions and administrative tasks as required.

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

Preferred Qualifications

- Excellent interpersonal, communication and organizational skills. Communicates effectively with others in person, by telephone and in writing.
- Experience working with databases, preferably in a fundraising environment.
- Thorough knowledge of computers in a Windows environment, including Microsoft Office.
- Attention to detail and ability to follow complex procedures.
- Enjoyment of customer service.
- Interest in environmental education & conservation.
- Knowledge of Spanish preferred, not required.

Special Considerations/Restrictions of the Position

- Ability to work a flexible schedule, including occasional weekends, evenings or morning hours.
- Requires current driver's license.
- Commitment to using utmost discretion regarding donor confidentiality.

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

About Audubon Society of Portland

Audubon Society of Portland has been a leading voice for Oregon conservation for over a century. Through conservation advocacy, environmental education, wildlife rehabilitation and other programs, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 150-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland. With over 15,000 members and 500 regular volunteers, we are the largest independent chapter of the National Audubon Society in the United States. Additional background regarding our history and programs can be found at www.audubonportland.org.

Audubon Society of Portland does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. We are committed to building a diverse and inclusive environment, reflecting the diversity of the community in our board, staff, volunteers, and members; ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals; and empowering people to make positive changes in their community and environment. Candidates of color and diverse backgrounds are strongly encouraged to apply. More background on our diversity efforts can be found at: <http://audubonportland.org/about>.

Benefits

- Medical insurance: 100% healthcare coverage, for employee only.
- Competitive leave benefits including vacation, sick, and family leave.
- Ability to attend free or subsidized courses at Portland Audubon.
- Substantial discount at our Nature Store, including optics.
- Opportunity to work in one of the most beautiful forests in Oregon.

To apply:

Please email your **cover letter, resume, and completed employment application*** to jobs@audubonportland.org with subject line: "Development Coordinator Recruitment."

*Application form available at www.audubonportland.org/about/jobs.

Closing date: September 17, 2017

Application submittals preferred by email. Alternatively, submit via US Postal Service to:

Development Coordinator Search

Audubon Society of Portland

5151 NW Cornell Road

Portland, OR 97210