



Job Title: Donor Services Coordinator
Department: Membership and Development Department
Reports to: Director of Development
Classification: Non-Exempt, Full-time
Compensation: \$18-20 an hour DOE plus health, retirement, and other benefits

Job Summary

The Audubon Society of Portland seeks a full-time Donor Services Coordinator. The Donor Services Coordinator is an integral member of the Development and Membership Department, providing support and service to our members and donors. With primary duties of donor stewardship support, writing and grant coordination, the position contributes to a diverse development program that includes membership, major gifts, foundation and corporate relations, and special events. This is a great position for someone who enjoys writing, researching and supporting others in achieving the mission of Portland Audubon.

The Audubon Society of Portland has just completed a five-year strategic plan. A top priority is to infuse equity, inclusion, and diversity (EID) into all of our work. The Donor Services Coordinator will work to continually incorporate and advance these goals into the culture of our development program.

We recognize that in order to serve diverse communities we must also have that diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

Essential Duties and Responsibilities:

- Work with Director of Development and Donor Relations Manager to develop and implement stewardship strategies that strengthen long-term relationships with major donors, legacy members, foundations and corporations
- Advance new opportunities across all departments to reach and retain donors, legacy members, foundations and corporations
- Support the engagement of senior management with major donors through tracking systems, drafting of thank-you and cultivation letters, and reminders
- Prepare analytical summaries that serve as background for executive meetings and conversations with major donors
- Arrange and support cultivation/stewardship meetings and events
- Support the execution of major gift strategies by crafting proposals, writing presentations, managing logistics, and participating in the development of strategic communications.

- Identify, develop, and execute strategies to optimize the grants administration process
- Perform relevant research to identify available grant opportunities and evaluate results
- Write and complete grant proposals and reports as assigned
- Coordinate grant reporting by others (contractors and staff), ensuring timely completion of deliverables.
- Research prospects for viable funding opportunities
- Keep relevant staff informed of deadlines and deliverables, ensuring smooth and timely completion of deliverables

Minimum Qualifications:

- Strong command over written and verbal communication with demonstrated skills in writing, organization, and attention to detail
- Excellent interpersonal and presentation skills
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
- Minimum of 1-2 years experience in fundraising or an equivalent client-focused environment
- Thorough knowledge of PC computers, Microsoft Windows, Microsoft Office, and the Google Suite
- Interest and knowledge of Pacific Northwest natural history, conservation efforts, and advancing diversity, equity, and inclusion

Ideal Candidate Qualifications:

- Experience and expertise in donor databases, Raiser’s Edge preferred.
- Customer service-oriented with a high level of confidence in communicating with diverse constituencies
- Experience working towards equity, diversity and an inclusive culture within an organization.

Special Conditions/Restrictions of the Position

- Attendance may be required at evening and early morning meetings.
- Ability to work a flexible schedule, including weekends, as needed
- Ability to drive a vehicle for occasional transportation of supplies to and from events

Application

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. Candidates of color are strongly encouraged to apply. Audubon Society of Portland is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. The Audubon Society of Portland Donor Services Coordinator serves diverse audiences and is expected to help advance Portland Audubon’s diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>.

About Audubon Society of Portland

Audubon Society of Portland has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, 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 450 regular volunteers, we are the largest independent chapter of the National Audubon Society in the United States. Additional background regarding our extensive education, advocacy, wildlife rehabilitation, and habitat programs can be found at www.audubonportland.org.

EMAIL SUBMISSIONS PREFERRED

To apply:

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

*employment application available at www.audubonportland.org/about/jobs

CLOSING DATE: May 1, 2018

Alternatively, submit via US Postal Service to:

Keia Booker, Human Relations Manager
Attn: Donor Services Coordinator
Audubon Society of Portland
5151 NW Cornell Road
Portland, OR 97210