



NOW HIRING

Annual Fund and Membership Manager

Application Deadline: October 20, 2019

Job Title: Annual Fund and Membership Manager
Department: Development & Membership
Reports to: Director of Development
Supervises: .25-.5 FTE Volunteers
Classification: Full-time, Exempt
Salary range: \$48k to \$53k

Benefits Include:

- Medical insurance: 100% payment of premiums for medical and dental insurance, for employee only
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match plus annual fixed amount contribution
- 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

About Portland Audubon

Portland Audubon 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.

Portland Audubon 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. Portland Audubon's Director of Education is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at audubonportland.org/about.

Annual Fund and Membership Manager

Position Summary

The Annual Fund and Membership Manager is an integral team member of the Development and Membership Department, with primary duties of supporting Portland Audubon's 15,000+ members and donors. The Annual Fund and Membership Manager is responsible for managing all aspects of the membership program, including financial planning and budgeting, membership development, promotion, and communications. The ideal candidate will be entrepreneurial and have excellent managerial skills. They would also have a passion for the environment and equity work, enjoy working with and collaborating with people, and be able to deliver excellent customer service. This is a great job for a creative fundraiser, skilled in writing exceptional donor communications, who is flexible, detail-oriented and organized.

Essential Duties & Responsibilities

Membership Program Analysis and Advancement

- Develop and implement plans for retention, acquisition, and upgrades to meet or exceed annual income expectations
- Develop and implement annual plans and detailed budgets for the program, as well as long-term planning that meets the goals of the organization's overall strategic vision
- Analyze the performance of appeals and campaigns, as well as long-term membership trends and projections
- Develop new strategies for increasing giving amongst current members, reinstating lapsed members, and acquiring new members
- Work to ensure that marginalized communities are considered in the growth of the program through analysis and learning about the needs of growth communities
- Develop reports and communicate with Board Membership and Development Committee
- Manage development database in collaboration with Development Coordinator, to include the execution of best practices and staff training organization-wide
- Help Development Services Coordinator and Development Systems Associate, as needed, on the production of database queries, export, and reports to assist the work of the entire Development Team as needed
- Manage communication, logistics, and oversight of all membership cultivation events, with assistance from the Development Coordinator

Member Communications

- Serve as a contact person for members, donors, volunteers, and board members
- Plan, write, and coordinate production, printing, and mailing of direct mail appeals
- Develop communication strategies that weave Diversity, Equity, and Inclusion language into appeals and other collateral
- Conceive and write collateral materials in promotion of the program, including renewal and acquisition mailings, benefits descriptions, and customer service pieces
- Research trends in membership categories, benefits, premiums, programs, promotions and collateral and recommendations for revised and refreshed membership program
- Direct logistics of member renewal and acquisition communications via mail and email, including overseeing vendors and volunteers in the execution of these activities

Administrative Duties

- Manage department volunteers in coordination with Development Systems Associate
- Serve as backup for gift processing and/or acknowledgment letter fulfillment duties during Development Coordinator's absence or peak donation periods
- Coordinate fulfillment of benefits and stewardship for all levels below Leadership Giving
- Collaborate with Donor Relations Manager and Development Director to upgrade members to Leadership Giving, Legacy Circle and major gifts
- Staff fundraising and other special events as needed
- Perform other tasks as required or requested by the Director of Development

Preferred Skills & Experience

- 3-5+ years development/membership experience, preferably with a substantial membership base
- Detail-oriented person with a commitment to consistent accuracy and thoroughness
- Excellent interpersonal, verbal and written communication skills, and outstanding customer service experience.
- Experience in implementing direct marketing campaigns and knowledge of best practices
- Database experience and expertise (Raiser's Edge experience and expertise preferred)
- Thorough knowledge of PC computers, Microsoft Windows, and Microsoft Office: Outlook, Word and ExcelAbility to appropriately handle confidential and sensitive documents
- Customer service-oriented with a high level of engagement in communicating with diverse constituencies
- Commitment to implementing Diversity, Equity, and Inclusion theory and practice into your work
- Interest and knowledge of Pacific Northwest natural history

Work Environment and Requirements

The work environment and requirements described below are essential to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

- Attendance may be required in the evening and early morning meetings. Ability to work a flexible schedule, including weekends, as needed.
- Ability to get to (transportation) Portland Audubon and occasional work off site.
- Occasional work after-hours and weekends. Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.
- Engage in regular communication in-person as well as through electronic means.
- Routinely use computers, laptops, phones, and A/V equipment like projectors.
- Ability to work in a multi-functional setting with a variety of open and closed office spaces.

Application

Portland Audubon 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. Portland Audubon 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. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>.

How to Apply

Please email your cover letter, resume, and completed employment application* to jobs@audubonportland.org with subject: "Annual Fund and Membership Manager"

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

EMAIL SUBMISSIONS PREFERRED

Submission via US Postal Service to: Keia Booker, Human Relations and Equity Manager
ATTN: Backyard Habitat Program Manager, 5151 NW Cornell Road Portland, OR 97210



Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- 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.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has nearly completed two years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

Portland Audubon 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 staff to make positive changes in their environment and in Portland Audubon's culture.

Portland Audubon does not discriminate on the basis of race; creed; sex; sexual orientation; gender identity; age; religion; marital status; national origin or ancestry; political affiliation; citizenship; lawful immigration status; or mental, physical or medical disability; Veteran status; or liability for service in the United States Armed Forces.

This position is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>