

AMERICAN RIVER NATURAL HISTORY ASSOCIATION and EFFIE YEAW NATURE CENTER

Job Description: Fund Development Associate

Rate: \$20.00	Last Date Modified: 4/1/2023
Exempt/ Non-exempt: Non- exempt	Full Time / Part Time/ Seasonal: Full Time
Schedule: Weekdays, Weekends, Holidays	Hours: 20 - 40 hours per week
Department: Development	Supervisor Title: Fund Development Lead

Job Summary:

Under supervision of the Development & Membership Coordinator, and in cooperation with the Marketing and Communications Coordinator and Volunteer Coordinator, the Development & Membership Assistant is responsible for donation and membership processing, data entry, special event support, corporate sponsorships and donor relations and retention.

Job Duties

- Process incoming donations and memberships promptly, including
 - Making necessary copies and delivering payments and/or documents to responsible parties
 - Entering donations and membership into donor database
 - Issuing thank you letters/emails
 - Making Membership Packets
 - Assisting with membership mailings
 - Pulling data from the Donor Perfect database for communications and reports
 - Ensure members and donors receive their benefits
- Track and thank Facebook donors and fundraisers
- Assist with monthly donation reconciliations
- Keep records of thank you letters sent and update letter templates in Donor Perfect on a quarterly basis
- Assist with planning events/fundraisers, including Giving Day Campaigns (Big Day of Giving and Giving Tuesday), Annual Gala, Fall and Spring Appeals/ Fundraisers, and Annual Meetings.
- Assist with planning Appreciation events including Volunteer Appreciation, Donor Appreciation, Member Appreciation, and the Annual meeting.
- Schedule meetings with key donors to keep them informed of Nature Center activities.
- Compile prospect lists from Board and Committee members
- Record staff and board member communications with donors and members in Donor Perfect
- Assist the Executive Director, Development/Membership Manager and Coordinator with special projects as needed
- Participate in park programs and events on weekends and evenings as needed.
- Prepare queries and reports.
- Work collaboratively with the Marketing Coordinator on the production of fundraising collateral materials and other publications that improve fundraising success.
- Work collaboratively with the Volunteer Coordinator on volunteer needs for fundraising events and activities.
- Maintaining electronic and paper files (creating, updating and destroying as needed)
- Create and send out surveys to the community and EYNC members
- Other duties as assigned.

Job Skills/Experience Requirements:

- Three years of customer service experience and/or data entry experience.
- Proficiency in and experience in the use of database systems.
- Computer literate in all Microsoft Office applications, office equipment, internet research.

- Exceptional communication skills: written, verbal, as well as good listening skills.
- Ability to work in collaboration with a team of professionals.
- Ability to work with a diverse group of volunteers and board members.

Job Skills Desired:

- Experience using Donor Perfect, Raisers Edge, eTapestry, Salesforce, or other fundraising software.
- Passion for the EYNC mission and for working with and educating children and adults.

Education / Certifications:

- B.A. in Marketing, Communications or other business-related field, or a B.S. in environmental science, animal science or related fields preferred. Experience in development departments can be substituted for education.

Working Conditions: This position requires working weekends, holidays and occasional evenings, sometimes in outdoor settings with adverse weather conditions (heat, cold, wild, rain) etc. This position also requires: working in close proximity with animal ambassadors and other wildlife, possession of a valid California driver's license and reliable transportation, ability to lift 25 pounds and the ability to stand and sit for hours at a time.

To apply, please submit a cover letter and resume via email to JaclynK@sacnaturecenter.net