



Schlitz Audubon
Nature Center

DEVELOPMENT SPECIALIST

PURPOSE OF THE POSITION

The Development Specialist plays a critical role in the Center's daily operations, including gift entry, database management, and managing all aspects of the Center's membership programs and communications. The person in this role is a master of Results Plus and an excellent communicator. They have the ability to proactively identify new prospects and qualify existing prospects while producing easy to read queries/reports, maintaining database integrity, and providing data analysis. This team player is responsible for data entry, acknowledgment letters, and reports. The satisfaction of all members is a key focus area, with the goal of increasing membership, and helping to set strategy for cultivating members into donors. The Development Specialist is responsible for assisting the team with major fundraising initiatives such as the annual fund drive, membership drives, the annual gala, and other special events.

ESSENTIAL FUNCTIONS

- Manage all aspects of Results Plus database including data accuracy, updates, and corrections
- Produce all queries, custom reports, dashboards, and appeals needed by the Director of Development and Executive Director
- Proactively analyze, interpret, and synthesize biographical and financial information of prospects and donors
- Maintain data integrity and clean up inconsistent data to ensure highest database performance
- Receive and enter all individual gifts, grants, memberships, and other donations into the database with appropriate coding – checks, credit cards, stock, in-kind, and online donations
- Produce all membership and donation acknowledgement letters/tax receipts, while maintaining accuracy; receipting of gifts within 72 hours
- Manage monthly renewal mailings for current memberships and Leadership members
- Coordinate and implement member stewardship events and initiatives, and assist in planning and implementing the annual gala and other special events
- Manage annual gala silent auction, including solicitation and receipt of all auction donations and coordination of bidding process and check-out on night of the event
- Ability to communicate and respond to both internal and external customers professionally and in a timely manner, including all member inquiries and concerns
- Work with the Finance department monthly and at year end to reconcile contributions

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree from an accredited college or university
- Minimum of three years Result's Plus experience (or comparable database) with the ability to demonstrate immediate proficiency
- Highly organized and detail oriented
- Excellent written and oral communication skills
- Strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans
- Requires a valid driver's license with a driving record that meets the qualifications of the organization
- Proficient with MS Office software (Word, Excel, PowerPoint and Outlook) and the willingness and ability to learn other software packages as needed
- Ability to work evenings and weekends when required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to sit and use hands to handle or feel items. Extended periods of working on a computer. Must be able to freely move around the Center. On occasion, may be required to stoop, bend or reach above the shoulders. Must have the ability to frequently lift up to 10 pounds and occasionally lift up to 25 pounds. Must have the ability to speak and hear. Specific vision abilities include close vision and the ability to adjust focus.

HOURS

Non-exempt, Full-time

TO APPLY

Send resume and cover letter to Carrie Becker at cbecker@schlitzaudubon.org with Development Specialist in the subject line.