DONOR DATABASE SPECIALIST

OVERVIEW
Once a farm for the Schlitz Brewery draft horses, Schlitz Audubon Nature Center is Milwaukee’s comprehensive nature center. We offer six miles of trails that take visitors through 185 acres of forests, wetlands, restored prairies, ravines, bluffs, and Lake Michigan shoreline. Schlitz Audubon Nature Center’s mission is to conserve our land’s diverse habitats on Lake Michigan and provide meaningful experiences and environmental education for all. Located nine miles north of downtown Milwaukee on the shore of Lake Michigan, the Center offers six miles of trails that take visitors through 185 unique acres of forests, wetlands, prairies, ravines, bluffs, and shoreline.

Each year, Schlitz Audubon reaches over 161,000 community members and nearly 20,000 children participate in our nature science programs. Over 155 preschoolers are enrolled throughout the school year in our nationally recognized Nature Preschool. In addition, thousands of adults and families attend a variety of environmental education programs. The Center’s education building / visitor center received the first Gold LEED certification award in Wisconsin. Schlitz Audubon is an Equal Opportunity Employer (EOE).

PURPOSE OF THE POSITION
The Donor Database Specialist plays a critical role in the Center’s daily operations, including gift entry, database management, and special events. The person in this role is a master of ResultsPlus. They have the ability to proactively identify new prospects and qualify existing prospects. Will also have the ability to produce easy to read queries/reports, maintain database integrity, and provide data analysis. This team player is responsible for data entry, gift entry, acknowledgement letters, and reports.

ESSENTIAL FUNCTIONS
• Manage all aspects of ResultsPlus database to ensure data accuracy, improve and evolve processes, and maximize system capabilities
• Produce queries, custom reports, and data analysis to support work of the development, finance, and executive leadership teams
• Receive and enter all donation, membership, sponsorship, and in-kind gifts into ResultsPlus with appropriate coding – checks, credit cards, stock, in-kind, and online donations
• Produce accurate acknowledgement letters/tax receipts for all gifts, with a goal of receipting gifts within 72 hours
• Provide prompt and friendly customer service to phone and email inquiries regarding donations and memberships
• Coordinate monthly email and paper membership renewal mailings
• Support evaluation of current and past membership recruitment and retention programs. Proactively identify opportunities to acquire new members.
• Fulfill raptor and animal ambassador sponsorships packets, and support evaluation of current and past animal sponsorship programs
• Support Director of Development and other team members in coordinating the annual Gala and other special events, including leading the solicitation and implementation of silent auctions
• Work with the finance department monthly and at year end to ensure reconciliation of database and accounts
QUALIFICATIONS AND EXPERIENCE

- Bachelor’s Degree
- Minimum of three years ResultsPlus (or comparable donor database) experience with the ability to demonstrate proficiency
- Highly organized and detail oriented
- Ability to succeed and maintain composure in a fast-paced environment, shift tasks rapidly, take initiative, and prioritize responsibilities
- Strong computer skills using all Microsoft Office applications including Word, Excel, PowerPoint, Outlook
- Excellent oral and written communication skills
- Ability to lift 25 pounds
- Ability to work evenings when required

DETAILS

Regular full-time position working 40 hours/week, Monday – Friday and occasional evenings and weekends.

TO APPLY

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