



Adriana Hess Audubon Center
2917 Morrison Road West
University Place, WA 98466
(253) 565-9278
www.TahomaAudubon.org

Part-Time Membership & Development Manager

About Tahoma Audubon:

Tahoma Audubon Society is a grassroots conservation and environmental education organization founded in 1969 and based in University Place, Washington. It is an independent chapter of National Audubon Society, partner with Audubon Washington, and serves Pierce County. Tahoma Audubon operates the Adriana Hess Audubon Center (where the office is located) in a public park in University Place, partners with the Tacoma Nature Center on environmental education, and provides programming at Morse Wildlife Preserve in rural Graham, WA. With an annual operating budget of \$200-300,000 per year, one full and one part-time staff position, and two part-time contractors, Tahoma Audubon mobilizes members, volunteers, and the broader community to implement its conservation policy and advocacy priorities, and conducts experiential learning programs throughout Pierce County, WA, engaging adults, seniors, and families to foster life-long learning and nature appreciation.

The mission of Tahoma Audubon Society is to connect people with birds, other wildlife, and their habitats through education, conservation, and recreation.

Position Summary:

Tahoma Audubon Society seeks a part-time Membership & Development Manager to focus on three main areas:

- **Development:** Oversee the annual Development Plan, including annual giving, planned giving, membership, and organizational giving goals.
- **Membership:** Oversee membership recruitment, retention and engagement to grow membership and increase engagement through becoming donors and/or volunteers.
- **Information Management:** Manage constituent database and related correspondence, and design database analysis and reports to inform strategies to meet fundraising, membership and volunteer goals.

Tahoma Audubon Society will be celebrating its 50th anniversary in 2019, which is an incredible fundraising opportunity and milestone. The organization is also poised for growth and changes needed to usher us into another 50+ years of serving the local community. The Membership & Development Manager will be joining the organization at an exciting time of change, growth, and celebration.

Primary Duties:**Development: Individual Donor Research, Cultivation, and Stewardship – 45%**

- Works closely with the Executive Director (ED), Board of Directors, and other volunteers to coordinate and meet annual giving, membership, and organizational giving goals for each fiscal year
- Promptly responds to individual donor's inquiries through written correspondence, telephone contact, personal contact, and email
- Keeps current on best practices in membership, development and fundraising ethics and strategies
- Provides support to the ED and the Gift Acceptance Committee, for planned giving efforts and gifts to the endowment

Membership: Recruitment, Retention, and Engagement– 45%

- Develops and implements programs to expand membership and aid in retention of existing members using direct mail, internet, phone and other methods
- Handles all member inquiries and issues
- Coordinates National Audubon memberships and reporting, as applicable
- Coordinates with the Membership Committee to oversee membership component of annual events including monthly membership programs, annual meeting, and other relationship cultivation and member recognition events
- Collaborates with the Membership Committee chair and participates in monthly membership committee meetings
- Coordinates member mailings, including developing membership materials
- Writes occasional article for member newsletters

Information Management – 10%

- Manages the constituent database, including data entry and training volunteers on data entry
- Manages donation acknowledgements and other special mailing projects
- Establishes and maintains queries and reports to generate mailing lists, appeals, membership campaigns, and other targeted communications needs
- Prepares fundraising reports for the ED and Board, as requested

Other duties as assigned**Desired Skills & Qualifications**

- At least 3 years of professional experience in the nonprofit development or membership field
- BA/BS degree or higher preferred
- Professional fundraising certificate and/or trainings preferred
- CRM database management skills, including query/report design required (experience with Neon CRM, CiviCRM, Little Green Light, or Salesforce, is a plus)

- Excellent written and oral communication skills, with demonstrated ability to communicate with members and volunteers
- Good time management skills and ability to prioritize multiple tasks
- Experience working in a small non-profit setting
- Deep commitment and passion for the conservation of natural resources and the mission of Tahoma Audubon Society
- Advanced proficiency with PC-based software, including Microsoft Office suite

Other Job Requirements

- Must have reliable transportation
- Work hours are variable; must be able to work occasional evening and weekend hours for events and programs
- Must be able to lift 40 lbs

Salary, Benefits, Terms

This is a part-time position, for 20 hours a week. The salary range is \$20,800 to \$26,000 annually, depending upon experience. Benefits include paid vacation days and paid holidays. We offer a flexible work schedule as well as some telework opportunities. Prior to employment, candidates will need to successfully complete a criminal history background check.

Tahoma Audubon is committed to Diversity, Equity, and Inclusion, and our statement can be found on our website ([http://tahomaaudubon.org/resources/Documents/Diversity Statement 2017-final.pdf](http://tahomaaudubon.org/resources/Documents/Diversity%20Statement%202017-final.pdf)).

To Apply

Submit resume, cover letter, and the names and contact information of three professional references by September 30, 2017 with: "Hiring Committee-Membership & Development position" in the subject line. Position will be open until filled, and applications will be reviewed as they are received. Candidates are encouraged to submit materials electronically to emilyk@tahomaaudubon.org. No phone calls please. If materials cannot be sent electronically, hard copies can be sent to:

Emily Kalnicky, Executive Director
Tahoma Audubon Society
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