



Audubon Society of Rhode Island

JOB DESCRIPTION

Position Title: **Development Administrative Assistant**
Supervisor: Director of Development
FLSA Status: 20 hours/week
Date Prepared: 2024
Salary:

Summary of Position:

The Development Administrative Assistant is an experienced, passionate, and motivated professional who supports the philanthropic and membership arm of Audubon. The Development Administrative Assistant accurately inputs donor and member information, develops relationships with and supports our members, and generally assists the Development Department to ensure the best possible experience for our supporters.

The Development Administrative Assistant brings Audubon's mission and climate agenda to life, supporting all people in the appreciation, education, and protection of nature. The Assistant manages their role to ensure inclusivity and that everyone is welcome to connect with the natural world.

Duties:

- Become familiar with Audubon's mission, programs, and advocacy initiatives to best respond to member and donor inquiries.
- Maintain donor and member database by accurately entering gifts, recording interactions, updating member information, and tracking volunteer hours.
- Process gift acknowledgements at least once a week, ensuring timely recognition of gifts
- Provide member and donor profiles upon request
- Address and respond to member inquiries in a timely manner
- Assist with donor and member recruitment, attend organization events, and steward the mission of Audubon.
- Assist with large volume mailings, shipping, and supply ordering
- Assist with small- and large-scale event coordination and execution
- Other duties as assigned

Qualifications:

- Proficiency in Microsoft Office 365, specifically Outlook, Excel, Word, and Teams
- Proficiency with social media and web-based giving platforms

Connecting People With Nature

12 Sanderson Road, Smithfield, Rhode Island 02917 • (401) 949-5454 • www.asri.org



Audubon Society of Rhode Island

- Proficiency with donor management software or other CRMs; Bloomerang experience a plus
- Outgoing, friendly, and respectful demeanor
- Successful experience working with the general public to engage supporters on the phone, by emailing, and in person

Complexity/Problem Solving:

- Ability to work in high-visibility and sometimes stressful environments.
- Ability to think strategically, interpret guidelines, analyze factual information, and find creative solutions.
- Ability to communicate organically and enthusiastically on the core mission and advocacy of the Audubon Society of Rhode Island.

Discretion/Latitude/Decision-Making:

- Performs duties under general supervision and established guidelines.
- Demonstrate confidentiality, common sense, flexibility, and teamwork.
- Ability to make good decisions based on analysis, experience, and judgment.

Working Conditions:

- The Assistant will work primarily at the Audubon Headquarters in Smithfield, RI.
- Work requires occasional weekend and evening hours.
- Reliable and consistent transportation is required for this position.

To Apply

Audubon is committed to representing Rhode Island's diversity in our staff, volunteers, boards, and membership and creating a positive, inclusive workplace culture where all can thrive. We encourage anyone interested in this role to apply, regardless of whether you think you meet all the qualifications. The top candidates will have their unique perspectives, experiences, and backgrounds.

Regular, Part-time employees who work a schedule of less than 30 hours are eligible for ASRI Leave on a pro-rated basis, the statutory benefits of Social Security, Worker's Compensation and Temporary Disability Insurance as legally required. Those working 20 hours a week may participate in the Audubon's retirement plan when eligible.

Please send one PDF attachment, including 1) a cover letter expressing why you are a candidate for this position, your commitment to protecting nature, and how this position aligns with your professional career goals. 2) Three references. 3) Send Your current resume to careers@asri.org with the subject line "Development Administrative Assistant."

Connecting People With Nature

12 Sanderson Road, Smithfield, Rhode Island 02917 • (401) 949-5454 • www.asri.org