



Audubon Society of Rhode Island

JOB DESCRIPTION

Title: Associate Director of Development

Reports to: Executive Director

Status: F/T salaried exempt

Salary: \$68,000 - \$73,000, commensurate with experience.

Our Mission: The mission of the Audubon Society of Rhode Island is to protect birds, other wildlife and their habitats through conservation, education, and advocacy, for the benefit of people and all other life.

About: The Audubon Society of Rhode Island is an independent, not-for-profit environmental organization dedicated to statewide environmental education, conservation, and advocacy. Established in 1897, it is the oldest environmental organization in the state. Audubon is one of the largest environmental educators in Rhode Island, reaching well over 20,000 students of all ages each year. Since acquiring its first wildlife refuge in 1924, Audubon protects nearly 10,000 acres of wildlife habitat for future generations. We have thousands of members and supporters throughout Rhode Island and beyond. Audubon Society of Rhode Island is not affiliated with the National Audubon Society.

Responsibilities:

The Associate Director of Development will create and implement a program to manage relationships with existing donors and new prospects. They will work collaboratively with the Executive Director, and other staff to execute an overall strategy for individual, corporate and foundation support. An ability to clearly communicate our organization's mission is key. Our Associate Director of Development will energize staff, inspire members and prospects, and work to expand and strengthen support from our community.

Essential functions and responsibilities include but are not limited to:

- Work with Executive Director to align efforts and set goals.
- Help our donors accomplish philanthropic goals through a relationship with our organization.
- Collaborate with other staff to enhance connections and create greater fundraising and outreach possibilities.
- Participate in each step of the donor pipeline including: identification; qualification through research; cultivation; request for support; stewardship, and recognition.
- Support the Executive Director's work with major donors.
- Increase support from foundations through research, grant writing and stewardship.
- Manage the execution of special events. Engage sponsorship support.
- Oversee the management of systems and software including donor database and other tools.
- Provide encouragement and assistance to board and staff for their solicitations.
- Ensure robust acknowledgement of donors through public and private recognition.
- Help steward and grow our Hawkes Legacy Society.

Other Qualifications/Requirements:

- Proficiency with computer programs such as Microsoft office, donor databases and other online tools.
- A flexible schedule with the ability to work weekend/evening hours for events and meetings when necessary.

To Apply

Please send one pdf attachment to careers@asri.org including:

- 1) A cover letter expressing why you are a good fit for this position, your personal commitment to protect nature, and how this position aligns with your professional career goals.
- 2) Your current resume.

Connecting People With Nature