



Audubon Society of Rhode Island

Position Title: Donor Database and Advancement Coordinator
Supervisor: Sr. Director of Advancement
FLSA Status: Regular, Full-time, Exempt
Salary Range: \$45,000-50,000
Date Prepared: December 15, 2021

SUMMARY

Donor Data Coordinator upholds the critical role of maintaining Audubon's donor database tracking all revenue/expenses, and is a key member of the donor engagement team supporting efforts to achieve the fundraising goals of the Audubon Society of Rhode Island.

Working closely with the Senior Director of Advancement, the Donor Data Coordinator is responsible for the performance, integrity, and security of the organization's Raiser's Edge database along with the administration of all donor relations, gift acknowledgments, data entry, annual fund solicitation reporting, database maintenance, donor inquiries, and various other data-related projects.

DONOR DATABASE & RECORDS MANAGEMENT

- Maintain donor records and all aspects of the Raiser's Edge donor database, keeping all donor records current and appropriately coded.
- Enter all monetary and in-kind contributions and pledged gifts into the Raiser's Edge.
- Work with the finance team to reconcile gift entries; prepare and revise daily income, deposit, and credit card reports.
- Maintain physical files, including proper gift documentation and attaching media files when necessary to constituent records
- Create and run queries and reports from Raiser's Edge to support the Director of Advancement and Executive Director's solicitation, budget, and revenue tracking.
- Create monthly statements of key metrics.
- Maintain planned giving donor files, including proper gift documentation; track status of planned gifts and update quarterly.
- Manage and send pledge agreements and payment reminders for gifts pledged toward special campaigns and events and track pledges on the Raiser's Edge.
- Prepare all first and third-class mailing for in-house distribution and work with third-party mail processors.
- Other related duties and responsibilities as assigned

GIFT NOTIFICATIONS & DONOR ACKNOWLEDGEMENT

- Generate all donor acknowledgment letters promptly, including tribute, honorary, memorial, and matching gifts notifications and other special circumstances, and send these as appropriate

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- Alert the Executive Director and Sr. Director Advancement of major gifts received and provide them with the donor contact information (and relevant info) to make thank-you calls.
- Assist the Office of Advancement with additional mailings and donor queries as needed.
- Manage inventory of stationery items required for cultivation, stewardship, and donor. Acquisition

EVENT SUPPORT

- Process all event sponsorships and ticket revenue for events.
- Maintain reservation lists for events.
- Produce reports on guests and their giving.
- Provide ongoing and day-of assistance for donor events.

REQUIRED SKILLS

- Extremely organized, detail-oriented, and able to keep accurate records and follow up
- Creative problem solving and ability to initiate and manage tasks and time independently
- Ability to think flexibly and work well with others in a supportive team environment
- Excellent record-keeping, writing, communications, and interpersonal skills.
- The ability to prioritize and perform multiple tasks simultaneously with minimal supervision.
- Ability to act in an entrepreneurial manner taking initiative, being responsive to new opportunities, and creating value in the face of obstacles.
- Must have a valid driver's license and use of a vehicle to travel for various Audubon or donor sites.

REQUIRED EDUCATION/EXPERIENCE

- Associate or Bachelor's degree in related field preferred.
- Minimum two years of experience in Raiser's Edge, preferably as an administrator in a non-profit fundraising environment. Experience with the Classy® gift processing software.
- Proficiency in Microsoft Office Suite, particularly Microsoft Excel, and a demonstrated ability to perform mail-merge functions.
- Demonstrated ability to work successfully in a team environment **PHYSICAL**

REQUIREMENTS

- Ability to lift, carry, and set up various promotional materials, including electronics, materials in boxes, and tabletop screens (weighing up to 50 pounds).
- Ability to pack, unpack and put away various materials.
- Prolonged standing, walking, and bending in addition to sitting in front of a computer.

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Audubon Society of Rhode Island

ABOUT THE AUDUBON SOCIETY OF RHODE ISLAND

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.

Who We Are

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, the Audubon Society of Rhode Island has grown to become one of the largest private landholders in Rhode Island. It now protects nearly 10,000 acres of wildlife habitat for future generations of Rhode Islanders. Many Audubon wildlife refuges are open to the public for wildlife viewing and enjoyment. Its vigilant advocacy programs and partnerships have kept the public and government informed of environmental threats for over 100 years.

Members of Audubon are kept informed through the Report, and eWing, our monthly email newsletter. Please consider joining the thousands of committed Audubon Society of Rhode Island members as we preserve and protect our precious environment together.

Audubon Society of Rhode Island is not affiliated with the National Audubon Society.

The purpose of this job description is to provide an overview of the scope of the position. It is not a comprehensive list of duties/responsibilities. Other duties and responsibilities may be assigned.

Please send cover letter, resume, and references to careers@asri.org

Audubon Society of Rhode Island is an Equal Opportunity Employer

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