



Audubon Society of Rhode Island

Development Associate – Member Services and Communications

Job Title: Development Associate – Member Services and Communications

Location: Smithfield, Rhode Island (In-person)

Job Type: Part-Time (20 hours/week), Non-Exempt

Reports To: Director of Development

Salary Range: \$17-\$20 per hour, 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.

Climate change has emerged as a principal priority of the Audubon Society of Rhode Island. Our partnership-based approach to policy, advocacy, education, research, and conservation has been critical to our success.

Position Summary

The Development Associate is a highly organized, detail-oriented, and service-driven. This position plays a key role in delivering outstanding member and donor service by managing acknowledgments, coordinating communication channels, and supporting audience engagement. The ideal candidate is a team player with excellent communication skills, a customer-first mindset, and a passion for Audubon's mission to protect birds, wildlife, and their habitats through conservation, education, and advocacy. This role will help increase community engagement, promote programs and events, and raise awareness of Audubon's conservation and education efforts. The ideal candidate is creative, tech-savvy, and passionate about environmental issues and communications.

Essential Duties and Responsibilities

1. Member and Donor Services

- Serve as the primary point of contact for member and donor inquiries via phone, email, and mail.
- Acknowledge all donations and memberships promptly through personalized letters, emails, and phone calls.
- Maintain accurate and up-to-date donor records in the CRM database (Bloomerang).
- Process and fulfill membership packets, renewals, and thank-you gifts.
- Assist in coordinating member retention and re-engagement strategies.

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2. Digital Communications and Marketing

- Draft and distribute email campaigns and e-newsletters through Bloomerang.
- Collaborate with the communications team to ensure messaging aligns with the brand and mission.
- Monitor digital analytics and engagement metrics to inform content strategy.

3. Customer Service and Office Support

- Provide exceptional customer service to event attendees, program participants, and visitors.
- Assist with event logistics and onsite support for fundraising events and member programs.
- Support development staff in donor cultivation and stewardship activities.
- Perform general administrative duties such as filing, data entry, and mailings.

Qualifications:

- Associate's degree or equivalent experience in nonprofit administration, communications, marketing, or related field.
- 1–2 years of experience in a development, customer service, or communications role, preferably in a nonprofit setting.
- Exceptional interpersonal and written communication skills.
- Strong attention to detail, organizational skills, and time management.
- Proficiency with databases, email marketing software, and social media platforms, and Microsoft Office applications.
- Enthusiasm for Audubon's mission and a commitment to environmental education and conservation.

Compensation and Benefits:

- Competitive hourly wage based on experience.
- Flexible scheduling
- Part-time benefits package including: pro-rated paid time off (vacation, sick, and personal time).
- Paid holidays in accordance with organizational policy for part-time staff.
- Access to professional development opportunities.
- A supportive, mission-driven work environment that fosters growth and inclusion.

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 who is interested in this role to apply, regardless of whether you meet all of the qualifications. The top candidates will have their own unique perspectives, experiences, and backgrounds.

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Please send one PDF attachment that includes a cover letter explaining your interest in this position and how your skills align with Audubon's mission with your current resume to: careers@asri.org with the subject line: "Development Associate."

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