



Audubon Society of Rhode Island

Position Title: Donor Engagement Coordinator
Supervisor: Sr. Director of Advancement
FLSA Status: Regular, Full-time, Exempt
Salary Range: \$22 per hour
Date Prepared: February 1, 2022

Summary of Position:

The Donor Engagement Coordinator performs the key role of engaging individuals in philanthropic giving. The Donor Engagement Coordinator will develop, implement and maintain a consistent individual engagement program that will result in specific goals that will allow Audubon to fulfill its mission as a leader in environmental advocacy, conservation and education.

The Donor Engagement Coordinator assists in the creation and implementation of strategies for the ongoing cultivation of donors capable of financial gifts by phone, email, in-person meetings and special events. This position works on a variety of activities including providing information to prospects, drafting proposals, correspondence and acknowledgments.

The Donor Engagement Coordinator utilizes the development database system (Raiser's Edge) to update donor information, produce reports, perform analysis, track and cultivate donors.

There is frequent interaction with staff throughout the program, as well as donors, board members, volunteers and vendors.

As a member of the Audubon Society of Rhode Island staff, the incumbent in this position is an ambassador for the organization, fostering a commitment to Audubon's mission, values, and culture of philanthropy.

Duties:

- Position is responsible for cultivating contributions to the revenue gains set forth in the yearly fund development plan.
- Provide leadership in cultivating donor inquiries into donor activities within the major department areas of Audubon.
- Onboard new donors to enhance the donor experience and to foster renewed giving.
- In conjunction with the Executive Director and Senior Director of Advancement, manage Audubon's donor engagement events, including but not limited to Leadership Luncheon, Annual Gala, AuduBonfire, Concerts for Conservation, Annual Meeting, Volunteer Appreciation Ceremony and various donor receptions throughout the year.
- Ensure proper acknowledgement of donors and volunteers by overseeing the thank you process for gifts and personally maintaining donor correspondence accordingly.

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- Ensures team goals are met by establishing working relationships and standard operating procedures with Audubon staff and departments.
- Work with and direct volunteers, interns, or temporary staff.
- Other duties as assigned by the Senior Director of Advancement.

Knowledge/Skills:

- Bachelor's degree in marketing, communications or related field and 2-3 years related work experience or equivalent combination of education and experience. Fundraising experience preferred.
- Ability to use existing technology to achieve required results including Raiser's Edge, Classy, email marketing, and social media platforms.
- Ability to design, implement and direct fundraising initiatives including individualized cultivation, solicitation and recognition strategies.

Complexity/Problem Solving:

- Ability to work in a highly visible, fast-paced and stressful environment coordinating multiple projects with many variables, set realistic deadlines and manage a timeline under pressure.
- Ability to interpret and analyze factual information as well as determine an individual's interest and capacity in helping Audubon meet its goals.

Discretion/Latitude/Decision-Making:

- Duties are performed independently under general supervision and established guidelines.
- Demonstrates common sense, flexibility and teamwork, and working within budget to complete projects to meet fundraising goals.
- Tracks progress on tasks and does follow-up as needed.
- Refers difficult questions and unusual problems to supervisor.

Communications/Interpersonal Contacts:

- Demonstrated experience using effective interpersonal skills, listening, diplomacy and tact to build strong professional relationships and motivate prospects, donor, staff and volunteers.

Ability to communicate in both written and oral form to inspired a vision and sense of purpose to prospects, donors, staff and volunteers.

Working Conditions/Physical Effort:

- Work requires some physical exertion and/or physical strain.
- Work requires occasional evening and weekend work, occasional travel within state, and use of personal car. Mileage reimbursement.

To apply, please email your resume, cover letter, and salary requirements to careers@asri.org

Resumes will be reviewed as they are submitted. Resumes accepted until the position is filled.

Audubon Society of Rhode Island is an Equal Opportunity Employer

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