



Audubon Society of Rhode Island

Position Title: Donor Engagement Coordinator
Supervisor: Sr. Director of Advancement
FLSA Status: Regular, Full-time, Exempt
Date Prepared: February 1, 2020

Summary of Position:

The Donor Engagement Coordinator performs the key role of engaging individuals and local, regional and national corporations in both philanthropic giving and sponsorship. The Donor Engagement Coordinator will develop, implement and maintain a consistent individual and corporate 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 through meetings and special events. Also, this position works on a variety of activities including providing information to prospects, drafting proposals, correspondence and acknowledgements.

The Donor Engagement Coordinator utilizes the development database system (Raiser's Edge) to update donor information, produce reports, perform analysis, track and cultivate donors. The position also requires the use of Greater Giving software to organize donor events. 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 Society, fostering a commitment to Audubon's mission, values, and culture of philanthropy.

Duties:

- Position is responsible for significant contributions to the yearly 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.
- Create donor lists by coordinating and conducting ongoing screening of individual and corporate donors.

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- In conjunction with the Executive Director and Senior Director of Advancement, manage Audubon's donor engagement events, including the 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 all gifts \$50 - \$999 donors and personally maintaining donor correspondence accordingly.
- Assist, as needed, with new member identification, cultivation, stewardship, record keeping, event production and other miscellaneous items that may arise.
- Ensures team goals are met by establishing working relationships and standard operating procedures with Audubon staff and departments.
- Develop and implement sponsorship agreements involving corporations and Audubon events.
- Arrange for and facilitate in-kind contributions from corporations.
- 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 required.
- Ability to use existing technology to achieve required results including Raiser's Edge and Greater Giving
- Ability to design, implement and direct fundraising initiatives including individualized cultivation, solicitation and recognition strategies.
- Successful experience in managing events from 10 to 250 people
- Knowledge of current trends in charitable giving, particularly in the areas of corporate philanthropy, donor stewardship and planned giving.

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 adapt and modify process in response to changing conditions and negotiate complex agreements.
- Ability to interpret guidelines and analyze factual information as well as determine an individual's interest and capacity in helping the Society meet its goals.
- Must be able to act independently and make good decisions based on analysis and experience.

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Discretion/Latitude/Decision-Making:

- Duties are performed independently under general supervision and established guidelines.
- Demonstrates common sense, flexibility and teamwork.
- Tracks progress on tasks and does follow-up as needed.
- May act as a resource to others to solve problems.
- Working within budget to complete projects to meet fundraising goals.
- 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 verbally communicate an inspired vision or sense of purpose along with possessing strong writing and presentation skills
- Ability to analyze information to coordinate efforts, planning and implementation of projects.
- Ability to present clear and concise information in both written and oral form to prospects, donors, staff and volunteers.

Working Conditions/Physical Effort:

- Work requires some physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
- Work requires occasional evening and weekend work, occasional travel within state, and use of personal car.

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

Resumes will be reviewed as they are submitted. All resumes must be received by March 20, 2020

Audubon Society of Rhode Island is an Equal Opportunity Employer

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