DEVELOPMENT ASSISTANT, MAINE AUDUBON

Location: Falmouth, ME
Department: Development
Supervisor: Development Operations Manager

OVERVIEW:

The Development Assistant assists with gift acknowledgements and mailed correspondence within the Development Department. The person in this role is responsible for merging data, printing, and mailing a high volume of timely correspondence to constituents, and generally supporting efficient administration of the development office. This is a part-time, hourly, entry-level position and is offered at $16 per hour for 12 hours per week.

RESPONSIBILITIES:

- Help to gather and sort daily mail; make copies as requested for donor files or other files that require special attention as needed; notify appropriate development staff of incoming gifts requiring additional attention.
- Merge, print, and send gift and grant acknowledgement letters, membership cards, and other correspondence to Maine Audubon supporters;
- Merge, print, and send signed appeal letters and correspondence to Maine Audubon constituents;
- Work at the request of the Development Operations Manager to support the integrity, maintenance, upkeep, and accuracy donor contact information in the constituent database(s);
- As requested, assist with development-related tasks for organizational events, including preparation, execution, and attendance;
- As requested, support efficient administration of the Development Department, including file and office organization, meeting scheduling as needed, and member and public interaction.

QUALIFICATIONS:

- Performance record of timely and accurate completion of tasks and projects.
- Experience with Microsoft Office and database applications.
- Commitment to Maine Audubon’s mission, goals and philosophies.
- College degree preferred.

TO APPLY:

Please send resume, cover letter, and three references attention: Beth Pauls, bpauls@maineaudubon.org.