Donor Relations Assistant

At the Center for Biological Diversity, we believe that the welfare of human beings is deeply linked to nature — to the existence in our world of a vast diversity of wild animals and plants. Because diversity has intrinsic value, and because its loss impoverishes society, we work to secure a future for all species, great and small, hovering on the brink of extinction. We do so through science, law and creative media, with a focus on protecting the lands, waters and climate that species need to survive.

We want those who come after us to inherit a world where the wild is still alive.

The Center is currently looking for a Donor Relations Assistant for our Membership and Development Program. This is a full-time position located in Tucson, Arizona.

The Donor Relations Assistant will primarily help support the donor relations program while supporting the major gifts and donor relations teams by maintaining accurate donor records, pulling information from online and offline donor databases, processing and acknowledging major donor gifts, drafting and sending multichannel correspondence, scheduling and assisting with meetings and events, and implementing the production of donor communications and fundraising appeals. The Donor Relations Assistant will also help grow the donor relations program by researching, cultivating and stewarding our base of Leadership Circle member prospects and donors (those who donate, or may donate, $1,000 or more in one year), as well as our planned giving prospects and donors. The Donor Relations Assistant will report to the Senior Donor Relations Associate and work collaboratively with other development, senior leadership, conservation and communications staff.

To be considered for this position we are looking for someone who will be able to:

- Help review, process and communicate incoming major donations.
- Help manage personal donor thanking and acknowledgement process for all major gifts, including coordination with senior leadership, the Board of Directors and volunteers.
- Personally thank major donors for donations via phone, e-mail and handwritten notes.
- Process and manage major donor acknowledgment letters.
- Maintain accurate, up-to-date individual major donor records in multiple databases.
- Provide administrative and project management support for mailed and emailed fundraising campaigns and cultivation efforts throughout the year.
- Run queries and extract information from donor databases for mailings and data analysis.
- Help coordinate and organize quarterly phone briefings.
- Communicate directly with major donors about their preferences, areas of interest, donations or contact information.
- Conduct basic research on prospective and current major donors.
- Help manage outgoing email fundraising to segmented donor groups.
- Assist with planning, coordinating, and implementing major gift team’s donor visits and special events.
- Help manage action items for major gifts program staff and development leadership.
- Stay updated on current Center programs and actions, as necessary.
- Assist with other projects in donor relations, major gifts, membership and grants as assigned.

Anyone applying should also possess the following characteristics, credentials, and knowledge base:

- Dynamic, growth oriented self-starter.
- Excellent verbal and written communication skills.
- Experience working with volunteers a plus.
- Ability to retain high level of donor confidentiality and practice good judgment.
• Exceptional attention to detail, organizational skills, and accuracy in completing complex tasks.
• Highly motivated and self-confident, strong drive to move projects forward, and follow-through with staff.
• Ability to learn and complete tasks quickly.
• Ability to organize time, manage diverse activities and personal interactions, prioritize and meet both short and longer term deadlines.
• High energy level and excellent interpersonal skills. Proven ability to work both independently and as part of a team.
• Strong project management skills.
• Basic knowledge of the Microsoft Office suite, spreadsheets and mail-merge functions.
• Experience with Microsoft Access or other fundraising databases a plus. Experience with Revolution Online (ROI) database and Microsoft GroupMail software a plus.
• Excellent handwriting a plus.
• A passion for and knowledge of the natural world, biodiversity and the Endangered Species Act.
• Sense of humor and positive attitude a must.
• College degree required.

We offer the following benefits package:

• Generous medical and dental plan
• Paid STD and LTD
• 403(b) with opportunity for match
• Relaxed atmosphere and dress code
• Work-life balance options

Please send a cover letter, a résumé, references, and a writing sample via email (no paper) to DonorRelationsAssistant@biologicaldiversity.org, “Attn: Donor Relations Assistant,” The position will remain open until filled. No telephone calls, please. Only candidates selected for interviews will be contacted.