



Membership and Event Coordinator

Job Posting – October 2022

About Houston Audubon

The mission of Houston Audubon is to advance the conservation of birds and positively impact their supporting environments. Houston Audubon is a nonprofit organization established in 1969 to conserve wildlife and natural resources with a positive local, regional, and global impact through sanctuary and habitat management, environmental education, and conservation advocacy. Houston Audubon owns and manages 17 nature sanctuaries in the Houston Gulf Coast area providing over 4,100 acres of wetlands, forest, coastal woodlots and prairie, and beach that serve as critical habitat for over 300 species of migratory and resident birds. Houston Audubon sanctuaries also serve as community assets where people enjoy nature, learn, socialize, and explore. We deliver hundreds of nature-based program experiences for children and adults every year.

Position Overview

The Membership and Event Coordinator provides critical support to the Development Department and overall advancement goals to the organization by upholding the mission of Houston Audubon and by executing donor and member related services and planning major fundraising events throughout the year. The Coordinator is responsible for overseeing administrative functions of the membership program, donor management and gift processing by utilizing our CRM donor database, coordinating logistics for major and minor fundraising events including our annual fundraising dinner, spring Birdathon fundraiser, and other fundraising and donor appreciation events throughout the year.

Annual Salary	\$32,000-\$38,000 DOQ
Hours per Week	40
Workplace	HAS Headquarters: 440 Wilchester Blvd, Houston, TX 77079
Flexible Work Options	Yes
Benefits	<ul style="list-style-type: none">• Medical Insurance: 75% of premiums for medical and dental plans• Life Insurance• 401(k) up to 3.5% match• Competitive vacation and sick leave
Position Reports To:	Development Director

Essential Duties and Responsibilities:

Development Event Coordination 70%

- Coordinate all logistics of annual fundraising dinner and silent auction, including vendor selection and communication, procurement of auction items, developing event collateral, video and presentation materials, managing event webpage and auction software, and day-of management of event and volunteers
- Coordinate spring peer-to-peer fundraising event and campaign, Birdathon, and meet or exceed participation goals. Includes coordination of related events such as kick-off and awards celebration, corresponding with participants, donors, and sponsors, managing fundraising software in NeonCRM, and all other logistics
- Plan and oversee donor appreciation events and other development events as needed

Membership Coordination 20%

- Oversee administrative functions of the membership program, including developing collateral, communicating regularly with members, and preparing and sending membership packets. Maintain accurate membership records in NeonCRM database. Utilize reports to monitor and interpret membership sales monthly to track progress and expand program

Donor Management 10%

- Assist with processing donations on a timely basis, including preparing acknowledgment, membership, and tribute letters
- Prepare monthly reports for the development and finance departments as well as Board of Directors
- Assist with matching corporate donation process

Qualifications and Experience:

- Bachelor's degree, with a minimum of 1-2 years of administrative-related and event planning work experience, preferably with a non-profit organization
- Understanding of donor database management software and ability to learn a new system
- Customer service oriented with excellent interpersonal, verbal and written communication skills
- Demonstrated organizational and time-management skills with an ability to adapt to change in a fast-paced work environment; work with tight deadlines; and give attention to detail within multiple projects
- Ability to think creatively, analytically, and take initiative
- Strong administrative and organizational skills
- Proficiency in Microsoft Office Suite, particularly Word (mail merge and appropriate letter formats), Excel, and Outlook
- Awareness of working in a culture of philanthropy
- Ability to work in a team and coordinate with different departments

How to apply:

Send resume and cover letter to Aimee Friend at afriend@houstonaudubon.org

Houston Audubon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We are committed to fostering and nurturing an organizational culture of equity, diversity, inclusion, and belonging within our workplace and sanctuaries, and in our work in the community. We believe that the rich blend of ideas, perspectives, and viewpoints that come with diversity are essential to our long-term success. Our values and actions reflect our commitment to diversity and inclusion of all as reflected in our hiring practices, team interaction, and outreach and engagement at large.