Development Assistant

Background - About Houston Audubon

Houston Audubon, founded in 1969, is a nonprofit charitable conservation organization committed to enhancing life on the Upper Texas Coast for people and birds. It is a local, independent chapter of the National Audubon Society with a rich history of advancing the conservation of birds and positively impacting their supporting environments. Houston Audubon owns and manages 17 nature sanctuaries in five counties totaling 3,477 acres of wetlands, prairie, forest, and beach. Over 800 nature-based program experiences are delivered to children and adults every year.

Position Title: Development Assistant
Classification: Part-time, 20 hours per week
Reports to: Development Director
Hourly Rate: $17.00/hr

Job Summary: The Development Assistant will provide essential administrative support and carry out all aspects of development administrative work including data entry, research, reporting, mailing/emailing correspondence, responding to member inquiries, and occasionally calling constituents.

Essential Duties and Responsibilities

- Maintain Houston Audubon’s constituent and donor database, ensuring the accuracy and integrity of constituent information, and serving as point of contact for internal database needs
- Enter donations on a timely basis
- Set up campaigns, appeals, auto-generated receipts, and forms
- Prepare weekly and monthly reports to meet the needs of the development and finance departments
- Track donation pledges and contributions, and regularly reconcile donations with accountant
- Manage new and renewing memberships
• Prepare acknowledgement, membership, and tribute letters
• Reply to general fundraising and membership inquiries
• Manage matching corporate donation process
• Analyze and recommend ways to re-capture donors
• Analyze report functionalities to understand giving trends
• Create consistent donor records with various salutations needed for mailings

Qualifications, Knowledge and Skills:
• Some college experience, preferably a Bachelor’s degree, with a minimum of 1-2 years of administrative-related work experience, preferably with a non-profit organization
• Knowledge of donor database management software and ability to learn a new system quickly
• 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, Excel, and Outlook
• Knowledge of mail merges and appropriate letter formats
• Awareness of working in a culture of philanthropy
• Knowledge of and/or experience in database management software a plus

Houston Audubon headquarters is located at the Edith L. Moore Nature Sanctuary in the Memorial area of West Houston.

Please email resume to afriend@houstonaudubon.org.