The Nature Conservancy

JOB DESCRIPTION

JOB TITLE: PHILANTHROPY COORDINATOR, HAWAII
PROGRAM

JOB FAMILY: Philanthropy

JOB NUMBER: 570006

SALARY GRADE: 4

FLSA STATUS: Non-Exempt

BASIC QUALIFICATIONS:
- Bachelor’s degree or 2 years related experience or equivalent combination.
- Experience with databases, with MS Office, Word, Excel, PowerPoint and internet research skills.
- Experience supporting a manager, program/department or office in an administrative and clerical capacity.
- Experience coordinating/managing projects and managing diverse activities to meet deadlines.
- Experience in business writing.

ESSENTIAL FUNCTIONS:
The Coordinator will provide administrative support to the Director of Philanthropy and for the Hawaii and Palmyra philanthropy programs. Administrative tasks may include but are not limited to: scheduling and managing logistics of meetings and conferences; creating well-designed presentation books, fund raising reports, financial reports, business correspondence, and other written materials; arranging travel; answering phones, purchasing; completing expense reports, tracking department budgets; assisting with prospect research; help organize and stage special events; manage mass mailings. The Coordinator will also help with a variety of fundraising activities and strategies; including the planning and staging of field trips and special events for prospective TNC supporters and existing supporters. Will assist with donor research. Uses available fundraising management systems to produce donor reports, perform analyses and research, and track prospective supporters and donors.

This position requires strong organizational, computer and internet research skills. It also calls for a high level of professionalism, creativity, flexibility, the ability to learn new software and office technology, excellent interpersonal skills, project coordination experience (managing projects from start to finish with little oversight), and the ability to work well with all levels of internal management and staff, as well as outside supporters, trustees and vendors. There will be frequent interaction with staff throughout the program, with vendors, donors and staff in other TNC offices.

DUTIES
1. Administrative and clerical duties as mentioned above.
2. Process all transactions (donations, merchandise purchases and trip payments).
3. Create lists of donations for the week/month and write and send acknowledgement letters within 48 hours of receipt of gifts/pledges.
4. Assist with donor relations in person, over the phone and with email.
5. Expert user of Team Approach, the Conservancy’s Philanthropy database.
6. Input fundraising notes from Director of Philanthropy and Executive Director into Team Approach.
7. Maintain and distribute weekly staff schedules.
8. Create reports based on information from Team Approach as well as external research.
9. Setup and coordinate meetings, trips and conferences.
10. Prepare donor reports, trip tracking reports, presentations and presentation books.
11. Generate monthly revenue report to track gifts, annual donor recognition list, and donor lists for mailings, events and other fundraising activities.
12. Track department expenses and provide monthly expense reports to Director of Philanthropy.
13. Oversee mailings, mail merges, printing and track event rsvp’s.
14. Provide revenue reports and projections to Finance staff as needed.
15. Other duties as assigned by the Director of Philanthropy.

**KNOWLEDGE/SKILLS:**
- Bachelor’s degree or 2 years related experience or equivalent combination. Or: High school diploma plus 3-5 or more years related experience or equivalent combination.
- Willingness & ability to develop and apply computer & research skills on an ongoing basis. Demonstrated experience in MS Office, Word, and Excel. Ability to become knowledgeable in using Conservancy databases to construct and produce reports, track major gift prospects and other information.
- Ability to navigate the Internet.
- Basic understanding of fundraising principles & practices in a non-profit environment preferred.
- Strong organizational skills and attention to detail required.

**COMPLEXITY/PROBLEM SOLVING:**
- Ability to coordinate projects with many variables & set realistic deadlines & manage a timeline.
- Ability to adapt or modify processes in response to changing circumstances.
- Interpret guidelines & analyze factual information.
- Ability to organize & manage diverse activities & able to set priorities under pressure.

**DISCRETION/LATITUDE/DECISION-MAKING:**
- Duties are performed under general supervision and established guidelines.
- Demonstrates common sense, flexibility and teamwork with ability to exercise independent judgment.
- Opportunity to act independently on assigned tasks. Refers difficult questions and unusual problems to supervisors.
- May act as a resource to others to solve problems.

**RESPONSIBILITY/OVERSIGHT – FINANCIAL & SUPERVISORY:**
- May supervise administrative staff and/or volunteers, interns, or temporary staff.
- Financial responsibility may include working within a budget to complete projects; negotiating & contracting with vendors; & assisting with budget development and meeting fundraising targets.

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**
- Ability to write, edit & proofread written materials for use with donor solicitations, member communications, and special events.
- Ability to get messages across that have the desired effect.
- Ability to work with and communicate with a wide range of people -- vendors, the public, chapter leadership, influential donors, and others.
- Ability to analyze available information for the purpose of coordinating efforts, planning, & implementing projects.
- Good oral communication skills for working with volunteers, staff, and donors.

**WORKING CONDITIONS/PHYSICAL EFFORT:**
- Work is performed in a typical office setting.
- Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

**TO APPLY:**
Please complete an online application by 5:00pm (HST) February 12, 2010 at [www.nature.org/careers](http://www.nature.org/careers) and upload as one document, a resume and cover letter that articulates clearly how you meet each of the 5 basic qualifications listed above.

The Nature Conservancy is an Equal Opportunity Employer