

Job Description

Job Title: Philanthropy Assistant, Hawaii Program
Job ID: 13313
Location: Hawaii
Full/Part Time: Full-Time
Regular/Temporary: Regular

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ABOUT US

The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

DEPARTMENT OR PROGRAM SPECIFIC

DUTIES AND RESPONSIBILITIES:

- Oversee all aspects of general office coordination
- Enter donor related notes and account updates into fundraising database and Next Steps spreadsheet
- Provide administrative support for foundation grant proposals and reports
- Prepare fundraising reports
- Perform general clerical duties including, but not limited to, copying, faxing, mailing, filing, Internet searches
- File and retrieve documents, records and reports
- Maintain department calendar to coordinate work flow and meetings
- Schedule and manage logistics of meetings
- Coordinate visiting donor transportation and donor field trips
- Track donor paperwork and oversee logistics for Palmyra donor pre-trip dinners and transportation
- Handle expense reporting for Palmyra donor trips
- Prospect research and proofreading documents
- Manage mailings to include proofing mailing list, mail merging & production
- Write and send correspondence (emails, letters and cards) to donors, trustees, others
- Purchase office supplies
- Field phone and email inquiries and refer to appropriate staff member
- Create and modify documents, such as reports, memos, letters using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office.
- Help with the planning and staging of events
- Make travel arrangements for fundraising staff
- May supervise volunteers
- Other duties as assigned by the Director of Philanthropy

ESSENTIAL FUNCTIONS

Provides timely administrative support for the philanthropy team, often as an assistant to the director of philanthropy the executive director (as her work relates to fundraising) and associate directors of philanthropy. Tasks include a variety of administrative functions that keep the department running smoothly and enable fundraisers to focus on meeting with donors. There is frequent interaction with staff throughout the Conservancy, as well as board members and vendors. Must enjoy the supporting role of an administrative assistant.

Please complete an online application by 5:00pm (HST) June 15, 2011 at www.nature.org/careers and upload as one document, a resume and cover letter. Cover letter should articulate clearly how you meet each of the 4 basic qualifications listed.

BASIC QUALIFICATIONS

- Bachelor's degree or 1 year related experience or equivalent combination, or high school diploma plus 2 years related experience or equivalent combination.
- Experience in MS Office, Word, and Excel.
- Experience organizing time and managing diverse activities to meet deadlines.
- Experience working with and communicating with a wide range of people.

HOW TO APPLY

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EOE STATEMENT

The Nature Conservancy is an Equal Opportunity Employer.

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