

Development Associate (Permanent full-time)

The [Aldo Leopold Nature Center](http://aldoleopoldnaturecenter.org) (ALNC) is a non-profit environmental education organization established in 1994 to provide year-round, interactive programs, including: field trips, after school programs, summer camps, family, homeschool and scout programs, special events, and high-tech educational exhibits. Our mission is to *engage and educate current and future generations, empowering them to respect, protect and enjoy the natural world.*

ALNC is an equal opportunity employer committed to building and serving a more diverse staff and community, and qualified applicants of under-represented backgrounds and identities are encouraged to apply.

Position Summary

The Development Associate plays a multifaceted and important role by providing administrative support for the Director of Development, as well as taking primary responsibility for database management, direct mail (membership and annual appeal campaigns), and assist with the coordination of three fundraising events. In addition, experience in, or willingness to participate in other fundraising initiatives (i.e. major gifts, corporate partnerships, grant writing) preferred. Responsibilities, as they relate to the following:

DATABASE MANAGEMENT

- Oversee management of donor database system, data entry and gift processing to ensure accurate and up-to-date record keeping and reporting
- Process donations and prepare acknowledgement letters and other correspondence
- Create and interpret accurate fundraising and analytical queries and reports
- Continually update and correct database records

MEMBERSHIP/DIRECT MAIL

- Develop an annual membership plan and coordinate its implementation
- Develop a spring and year-end appeal plan and coordinate its implementation
- In conjunction with the marketing and communication manager, create all membership materials
- Analyze results of campaigns and suggest new strategies aligned with organization goals

DEVELOPMENT ADMINISTRATION

- Conduct preliminary research on prospective corporate, foundation and individual donors
- Proof and edit correspondence and promotional materials
- Recruit, interview, and supervise interns and volunteers

EVENT COORDINATION

- Coordinate and implement three annual fundraising events.
- Evaluate results, research and make recommendations for improvements and/or potential new events

EXPERIENCE/QUALIFICATIONS

- An undergraduate degree with minimum of 3-5 years of experience providing executive-level support in administration, fund development, donor services or related field with documented success in securing significant investments
- Proficient use of ALTRU database system or similar systems such as Raiser's Edge
- Proficient use of Microsoft Office (Word, Excel and PowerPoint) and social media
- Superior interpersonal, communication and analytical skills, including excellent verbal and written communication skills, as well as editing and proof reading skills
- Ability to take initiative, be creative, develop new and unique ways to improve organizational initiatives and to create new opportunities
- Establish and maintain positive working relationships with others, both internally and externally
- Exceptionally organized. Set priorities, develop a work plan, monitor progress towards goals, and track details, data, information and activities
- Problem solve with an eye towards consistent growth/improvement, assess situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
- Demonstrate a superior work ethic, manage work plan effectively, work independently and as a team, be resourceful in setting goals
- Commitment to professional development with ability to accept and provide constructive feedback
- Passion for the Aldo Leopold Nature Center's mission and commitment to organization's stated values
- Adhere to the Association of Fundraising Professional's Donor Bill of Rights and in accordance with ethical fundraising principles
- Availability for occasional evenings and weekends for special events
- Willingness to take on additional responsibilities and perform other duties as assigned

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation:

Commensurate with experience (salary range is \$30,000 to \$38,000). The Aldo Leopold Nature Center offers a competitive benefits package to qualified employees.

Time Commitment:

This is a full-time position, primarily Mondays-Fridays. Occasional weekend or evening hours will be required for events & public programs.

To Apply:

Email cover letter and resume to Kelley Van Egeren, Director of Development/Stewardship, Aldo Leopold Nature Center, 330 Femrite Drive, Monona, WI 53716 or email as a single attachment to kelley@aldoleopoldnaturecenter.org and reference "Development Associate" in the subject line.

Application Deadline:

Application deadline: Resumes will be accepted until the position is filled. Please, no phone calls or walk-ins. Aldo Leopold Nature Center is an Equal Opportunity Employer.