

**Organization:** Seattle Audubon  
**Job Title:** Development Associate  
**Employee Summary:** Full-time, exempt position  
**Reports to:** Director of Membership and Development

<http://www.seattleaudubon.org/sas/WhoWeAre/Staff/CurrentJobOpenings/tabid/365/Default.aspx>

**Position Summary:**

Under general supervision, provide operational support for ongoing development and membership activities of Seattle Audubon. Manage donor and membership database. In coordination with the Director of Membership and Development and Development Committee, assist with all aspects of planning, development, implementation, and evaluation of the organization's fundraising programs.

**Duties and Responsibilities:**

1. Manage Salesforce database to support all aspects of donor and membership tracking, including:
  - Running data sorts and inquiries;
  - Exporting data to generate mail merge documents;
  - Coordinate with data base volunteers;
  - Prepare appeal mailing lists and format for mail house use;
  - Maintaining integrity of Seattle Audubon database files and records used to track contributions and membership contact information; and
  - Tracking and following up on all solicitations and gifts received and ensure gifts and memberships are acknowledged in a timely manner.
2. Assist with the identification, cultivation, and stewardship of the organization's donors.
3. Maintain paper filing system for all foundations, major donors, corporate gifts, and individual members/donors.
4. Assist with the planning and implementation of all development-related events, with particular emphasis on annual Birdathon, Rare Birds, and Beers for Birds.
5. Prepare written communications with donors and members, including printed and e-newsletter articles, quarterly appeal letters, acknowledgement letters, pledge reminders, corporate solicitation letters and special event invitations (Creative Suite InDesign).
6. Coordinate with retail and bookkeeping staff to facilitate financial reconciliation of contributions.
7. Maintain development pages on Seattle Audubon's website.
8. Coordinate staff and volunteer support for membership meetings.
8. Oversee monthly e-newsletter process and distribute via Vertical Response.
9. Assist with intern and volunteer supervision, as needed.
10. Perform additional duties as assigned.