



Job Announcement: Membership and Operations Associate

Conservation Northwest is a leader in Northwest conservation with a 30-year track record of success protecting and connecting wildlands in Washington and British Columbia and restoring our region's most iconic wildlife including wolves, wolverines, fishers, lynx and grizzly bears.

Our M.O. is simple: connect the big landscapes, restore the most vulnerable wildlife, and protect our natural heritage for future generations. Our approximately 20 staffers represent over 4,000 dues-paying members in Washington, British Columbia and beyond. Our conservation community also includes over ten thousand activists, supporters and online followers.

Conservation Northwest is an equal opportunity employer committed to creating an inclusive workplace that represents the diversity in our communities. Veterans and people with diverse social, racial and ethnic backgrounds are encouraged to apply. All qualified applicants will be considered for employment without preference given to race, color, religion, sex, sexual orientation, gender identity, social background, or disability status.

Position Summary

The Membership and Operations Associate oversees Conservation Northwest's donor database, membership services, *Wildland Partners* recurring giving program, and daily office operations. They ensure accurate donation recording and upkeep in Salesforce, timely stewardship of gifts, assist with annual plans for member acquisition and renewal, and help create content for multi-channel appeals and acknowledgments. The Membership and Operations Associate serves as the first point of contact for general inquiries and customer service. The Membership and Operations Associate reports to the Development Director and works closely with the Major Gifts Director, Foundation Relations Manager and Executive Director.

Responsibilities

- Processes online and physical donations, maintains donor records in Salesforce, produces Salesforce reports, and sends tax receipts/acknowledgements.
- Coordinates with Finance and Development Directors to ensure smooth interfacing between Accounting and the Development Department.
- Manages Conservation Northwest's membership program including tracking and sending renewals, updating collateral and thanking.
- Coordinates the *Wildland Partners* recurring giving program. Keeps payment info updated and maintains processes for acknowledgments and year-end tax receipting.
- Manages workplace giving/matching as well as third-party contributions.
- Assists Development team with special events, outreach opportunities, creating print and email appeals, campaigns such as Membership Month and Give Big, supporting mid-level and major donor cultivation and other department projects and functions.

Web and email

conservationnw.org
facebook.com/ConservationNW
info@conservationnw.org

Seattle headquarters

1829 10th Ave W, Suite B
Seattle, WA 98119
206.675.9747
206.675.1007 (fax)



- Coordinates quarterly *Forest Sentinel* major donor stewardship mailing. Works with Executive Director and others to send this communication to major donors on a quarterly basis.
- Assists with board meeting logistics and helps to organize board and staff retreats. Provides excellent service in community communications (incoming calls, emails, and visitors)
- Coordinates daily office operations including mail distribution, supply inventory, vendor communications for equipment leases, prep for monthly all-staff meetings, and assists with board and staff retreat logistics
- Other duties as assigned.

Qualifications

The ideal candidate will have a strong record of creative communications and independent follow-through on multiple projects, as well as an interest in engaging with community members who are passionate about environmental conservation in the Northwest.

- One to three years professional experience in development, communications, or donor relations
- Dependability, diplomacy, good organization skills
- Demonstrated ability to manage projects with great attention to detail
- Demonstrated ability to prioritize and juggle multiple projects
- Experience working with a CRM in a development capacity (Salesforce preferred)
- Excellent written, verbal, and interpersonal communication skills
- Great relationship management skills and an ability to work well with a team
- Knowledge of and interest in Northwest conservation issues preferred

Hours and Compensation

Employment Type: Full-time, exempt

Compensation: \$44,000-\$48,000 depending on experience. Benefits include medical/dental/vision insurance, Simple IRA, and a generous vacation package starting at three weeks of paid vacation.

Location: Seattle, WA

Please send résumé and a one-page cover letter detailing your interest in this position with Conservation Northwest to Matthew Brouwer, Development Director, at development@conservationnw.org. Applicants granted an in-person interview will be asked to provide professional references.

Position is open until filled. Priority consideration given to applications received by December 7th, 2020. Please no follow-up calls.

“Keeping the Northwest wild” since 1989, Conservation Northwest protects, connects, and restores wildlands and wildlife from the Washington Coast to the British Columbia Rockies.

www.conservationnw.org

Web and email

conservationnw.org
facebook.com/ConservationNW
info@conservationnw.org

Seattle headquarters

1829 10th Ave W, Suite B
Seattle, WA 98119
206.675.9747
206.675.1007 (fax)