

Memorial Park Conservancy Development & Membership Associate

Reporting Relationship: Director of Development

Summary of Position: Memorial Park Conservancy is seeking a Development & Membership Associate to join its dynamic, collaborative fundraising team. This position will support all aspects of the Development department, including gift and membership entry and acknowledgement, fundraising pipeline and portfolio cultivation, support of the annual fund, major gifts, donor relations and special events. The person in this role has a good understanding of philanthropy and fundraising and is a strategic thinker and problem solver.

Essential Duties and Responsibilities:

- General support for the MPC Development department.
- Manage all aspects of donor database, including database maintenance, updates, and clean-up to improve data integrity and database performance.
- Research ways to improve efficiencies for current data management processes.
- Provide status reports on donations and special events and reconcile database information with Finance department.
- Accurately manage gift/membership donation program; accept and document gifts and create and send acknowledgement within 48 hours and in compliance with IRS requirements.
- Coordinate with Visitor Services team to develop calendar of membership events.
- Assist Development team in monitoring website for needed updates, including sponsor recognition, event support, and financial reporting.
- Produce regular reports to inform and support donor pipelines for individual fundraiser portfolios.
- Oversee integration between donor database and communications platforms.
- Develop online donation forms and continually monitor all giving portals.
- Generate invoices and pledge reminders.
- Proactively stay abreast of donor database updates and capabilities, train additional development staff on use and implementation.
- Assist with special events as needed; tracking income and sponsor recognition, implementation, execution and wrap-up.
- Work with Director of Development to update gift acknowledgement messaging to align with current projects and priorities.
- Provide support to committee/board and team meetings, including document creation, donor research and donor prep.
- Assist and support all Development department activities and perform other duties as assigned.
- Provide vision, energy and passion for Conservancy's mission, values and integrity in all aspects of the job.

Qualifications and Requirements:

- Bachelor's degree required
- Experience managing a donor database; Raiser's Edge experience preferred
- High proficiency in Microsoft Office Suite
- Detail oriented, highly organized, professional demeanor
- Excellent interpersonal skills and demeanor interacting with donors, volunteers and colleagues
- Ability to occasionally work evenings or weekends
- Ability to work collaboratively and effectively, both individually and within a team
- Ability to work under pressure with tight deadlines
- Ability to be flexible and manage multiple projects to achieve desired outcomes
- Fundraising and relationship building is a key component of this position

- Ability to present information concisely and effectively, both verbally and in writing
- Understands and affirms the mission of Memorial Park Conservancy

Compensation: This is a salary exempt role with a range of \$35,000 – \$38,000. Benefits include full medical, dental, and vision, paid time off, short and long -term disability, and 401K retirement plan.

To Apply: No telephone calls please. Send resume, cover letter, two writing samples, and two references to careers@memorialparkconservancy.org

Memorial Park Conservancy is an equal opportunity employer.