

Cowiche Canyon Conservancy (CCC) seeks an enthusiastic person with excellent attention to detail and strong communications skills to provide administrative support for CCC's fundraising, membership and general office activities. This position maintains the membership database, processes all donations, generates thank-you letters, produces reports, and provides administrative support for the office. The position is 10-15 hours per week, with a flexible schedule, including occasional evening events. This position reports to the Executive Director.

**Duties and Responsibilities:**

**1. Donor Relations (60% of estimated time)**

- Process all donations, including entering into database and exporting to accounting
- Ensure timely recognition of gifts, including preparing thank-you notes
- Manage database and ensure accuracy of all donor contact information
- Maintain and update reports of fundraising activities and results
- Assist with organizing events (invitations and RSVPs, order catering, materials, etc.)
- Assist with annual Membership Drive, including production and completion of personalized donor mailings

**2. Administrative Assistant (40% of estimated time)**

Provide administrative support to Executive Director and other staff, including scheduling meetings, sending out monthly Board packets, and filing and record maintenance

- Answering the phone
- Provide administrative support for monthly board and other various meetings
- Keep office supplies stocked; maintain inventory and order as needed
- Other duties as assigned by the Executive Director.

**Knowledge/Skills:**

- Proficiency in database management, including queries and reports
- Experience with detailed data entry and strong attention to detail
- Proficiency in Excel, Word, and Outlook
- Strong organizational, interpersonal and teamwork skills with a friendly personality
- Ability to communicate clearly and effectively with donors, Board members and the public via phone, writing and in-person

**Qualifications/Experience:**

Associates degree or equivalent (minimum)

- Three years' experience in an office environment handling a variety of projects
- Discretion in working with confidential donor information.
- Experience working in a nonprofit setting with high volunteer participation and donor relationships
- Experience with donor management systems, particularly DonorPerfect, is a plus

**Additional Qualifications:**

A strong candidate who can thrive within a small non-profit office environment, enjoys being part of a team effort, possesses a strong belief in land conservation and enjoys the unique shrub-steppe landscape.

*To apply for this position, please submit a resume and cover letter to [celisa@cowichecanyon.org](mailto:celisa@cowichecanyon.org)*