



Manager of Membership & Annual Giving

The Audubon Naturalist Society (ANS), whose mission is to inspire residents of the DC Metro region to appreciate, understand, and protect nature, is seeking a full time Manager of Membership & Annual Giving to join its Development Department. The primary focus of this position is raising money and creating a strong environment to promote membership retention and revenue growth to meet annual fundraising goals for ANS.

The Manager of Membership & Annual Giving also plays a key role in growing sponsorship support for ANS conferences and events, as well as the planning and successful implementation of annual fundraising dinners and other special events. The salary range for this position is \$50-57K.

Located at the beautiful, 40-acre Woodend Nature Sanctuary in Chevy Chase, MD, the ANS work atmosphere is friendly and flexible. The Manager of Membership & Annual Giving will work primarily onsite with some telework.

ANS is committed to building a diverse team that draws on the strengths of people with a variety of identities, backgrounds, perspectives, and skills. If this role sounds interesting to you, we encourage you to send your cover letter and resume by July 30 to development@anshome.org.

COVID Vaccination is required for employees of Audubon Naturalist Society. The organization will consider accommodation for medical and religious-based reasons.

Position Description

Job Title: Manager of Membership and Annual Giving
Department: Development Department
Supervisor: Development Director
FLSA Status: Exempt
Telework: This position is eligible for partial telework. The ideal candidate is onsite 4 days a week.

Summary

The Manager of Membership & Annual Giving will be responsible for revenue growth to meet annual fundraising goals for ANS, and to cultivate a strong environment that promotes membership giving and retention. This role also plays a key role in growing sponsorship support for ANS conferences and events, as well as the planning and successful implementation of annual fundraising dinners and other special events.

Essential Responsibilities

- Establish and run all operations, policies and procedures of the membership department in consultation with the Director of Development.
- Build innovative and creative approaches for procurement, solicitation and stewardship of approximately 2,500 members at the Audubon Naturalist Society collaborating with the Director of Development.
- Engage new audiences across the community spectrum and build our membership program working closely with the Development and Communications teams.
- Manage all aspects of the renewal stream and implement new strategies to increase return rates.
- Develop and manage annual acquisition campaign and use sales incentives to grow the program year-round.
- Conduct annual appeals to grow added support from members.
- Plan, promote and manage ticketed fundraising events.
- Seek new sponsorship prospects and work with the Director of Development to increase support of annual non-profit and corporate donors; manage related benefit fulfillment.
- Coordinate with Database Manager on gift processing, data input and reporting in Bloomerang.
- Cultivate relationships with existing and new members and engage them as potential major donors and lifelong supporters.
- Manage workplace giving programs, and engage in local promotional opportunities, such as tabling at community events.

Education and Experience

- BA degree in Liberal Arts, Communications or related field.
- Minimum of 3 years of direct fundraising experience. (Experience at a cultural or environmental organization a plus.)
- Experience with event planning.
- Budget and fiscal management experience.

Knowledge, Skills and Abilities

- Knowledge of donor related databases needed. (Bloomerang experience a plus.)
- Understanding of marketing strategies to promote membership, encourage retention and upgrades and leverage appeals to grow more support from members.
- Excellent written and verbal communication skills; strong customer service orientation.
- Ability to analyze data and make recommendations for acquisitions, upgrade and retention activities and events.
- Ability to build and keep strong partner relationships.

Physical Requirements

- Ability to climb stairs to access offices
- Ability to work on a computer and to complete general office tasks
- Strength to lift and carry files weighing up to 10 pounds
- Vision to read printed materials and a computer screen

Work Environment

The work environment is in an indoors office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Regional or National travel may be required on rare occasion.

This description reflects management's assignment of essential responsibilities; it does not proscribe or restrict additional tasks that may be assigned.