**JOB DESCRIPTION**

**Development Administrative Assistant**

Updated August 2014

**About Houston Audubon**

The mission of Houston Audubon is to advance the conservation of birds and positively impact their supporting environments. Our vision is the creation of a healthier, natural environment and more beautiful place to live by leading and nurturing a community which values and supports birds. A strong member and volunteer driven organization with a deep heritage in the region, Houston Audubon is among the largest and most active Audubon chapters in the nation. It is also one of a very few to own and operate a large nature sanctuary system – 17 properties spanning more than 3,400 acres of piney woods, coastal prairies, beaches, marshes, and even a salt dome. HQ located in West Houston near the Energy Corridor.

**Job Summary**

The Development Administrative Assistant (the Admin) provides critical office support to the Development Department. Advance the mission of Houston Audubon by executing a high level of donor and member related services by providing essential administrative support including data entry and external correspondence. The Admin is responsible for data entry as it pertains to gifts processing, providing all donors and members with formal receipts, gift acknowledgements, welcome packets, written correspondences, general service calls and performing other administrative tasks as needed. This position reports to the Development Director and will remain open until filled.

**Essential Duties and Responsibilities**

* Carrying out all aspects of development administrative work including data entry, basic record keeping, research, reporting, mailing/emailing correspondence and from time to time calling constituents;
* Assisting with annual gala and other events as deemed appropriate by the Development Director;
* Recommending member and annual fund prospects to the Fund Development Officer and major gift prospects to the Development Director; and
* Working cooperatively and collaboratively with all Houston Audubon staff, board, and volunteers in the spirit of teamwork and mutual respect that complies with all Houston Audubon policies

**Minimum Qualifications**

Education and Experience:

* Associate’s Degree and a minimum of 1-2 years’ administrative-related work
* Students working toward a higher degree are welcome to apply
* The successful candidate should have excellent attention to detail; exceptional written and oral communication skills; ability to work with tight deadlines; ability to keep track of the big picture while maintaining accuracy and paying attention to detail within multiple projects; and have demonstrated organizational and time management skills
* Direct experience with high-level donor relations and a donor-centered mind-set
* Ability to adapt and embrace change in a fast-paced work environment
* Prior non-profit work experience preferred

Knowledge and Skills:

* Working knowledge of fundraising best practices, trends, and philosophy
* Demonstrable tact and grace with every interaction and communication
* Expertise in data entry and letter writing (GiftWorks experience preferred)
* Strong administrative and organizational skills
* Proficiency in Microsoft Office Suite, particularly Word, Excel, and Outlook
* Knowledge of and commitment to conservation of birds and wildlife habitat

**Salary and Benefits**

This is an hourly, part-time position based at Houston Audubon’s 440 Wilchester office location in the Edith L. Moore Nature Sanctuary. Flexible schedule. Occasional evening and weekend work may be required, and reliable transportation is necessary.