



# — ACT —

## AMMONOOSUC CONSERVATION TRUST

## Donor Management Administrator

Do you enjoy and appreciate the northern NH landscape?

Do you like the creativity of sharing a good story with people, inspiring them to support a worthy cause?

Do you aspire to make a difference using fundraising as a tool?

### **... Be our Donor Management Administrator**

Ammonoosuc Conservation Trust is the nationally accredited, locally based, nonprofit land trust serving New Hampshire's northern Grafton County and Coös County regions. In our 24 years, we have protected 35 properties (5,282+ acres) for all who live here, now and in the future. Our presence in the communities we serve spans recreation, conservation, education, and creating ties to the natural world and each other. Our partnerships, sponsorships, collaborations, and land conservation speak to our success.

ACT encourages individuals currently underrepresented in the outdoor community to apply. As an equal opportunity employer, ACT does not discriminate on the basis of race, religion or belief, color, national origin, sex, sexual orientation, age, veteran status, disability status, political affiliation, or any other characteristic protected by federal, state, or local laws.

**Reports to:** Executive Director

**Collaborates with:** Other ACT staff as needed; supports/attends monthly meetings of ACT's Development Committee.

### **Hours, Compensation & Benefits:**

- 20 - 25 hours-per-week (120-day probation period/evaluation)
- Voluntary participation in ACT's retirement package after one year of employment with an Employer Matching retirement contribution of up to 3%
- 4 paid Federal holidays
- Seasonal off-site staff workdays
- Flexible schedule, potential partial remote work after onboarding
- Requires some evening and weekend availability
- Organization-wide mindfulness of work/life balance; dog-friendly office headquarters
- Salary commensurate with experience

## **Summary:**

**The Donor Management Administrator** is responsible for utilizing DonorPerfect in learning and improving upon a comprehensive and strategic approach to donor gift management and acknowledgement; the goal being to support ACT's fundraising and donor relations initiatives with timely reporting to the Fundraising Manager and Executive Director. The primary responsibility is to build a strong and supportive system for documenting and tracking fundraising and outreach efforts.

The **Donor Management Administrator** manages a database and reporting mechanisms for recording, tracking, reporting, and analyzing donor trends; preparing data for the Fundraising Manager, committees and the board for continually monitoring fundraising efforts for effectiveness and sustainability. The **Donor Management Administrator** will also work closely with the Outreach Coordinator to reach our audiences to gain and increase their interest in ACT, its activities, and initiatives.

## **Qualifications:**

The **Donor Management Administrator** should have database management experience, (currently ACT uses DonorPerfect) preferably for a Land Trust or conservation organization, including general fundraising experience, donor cultivation, and enthusiasm for entering, managing, and reporting data. The **Donor Management Administrator** must possess strong interpersonal skills, have excellent written and verbal communication skills, be self-motivated and a creative problem solver. The **Donor Management Administrator** must be technically competent with Microsoft Office software, and DonorPerfect tracking software, specifically. An ability to work with diverse people, developing positive working relationships with co-workers, donors, and other local stakeholders is required. A willingness to work some evenings and weekends, participate in trainings, and host and support ACT development events is essential.

Experience in any of the following would be considered a plus: IT troubleshooting, compliance, grant writing, HR payroll management, meeting scheduling/calendar maintenance/hybrid meeting hosting, bookkeeping, social media, website update/design, event management.

## **Essential Duties and Responsibilities:**

- Track, analyze and report on donation trends.
- Coordinate with the Operations Manager to process, acknowledge and track all cash and non-cash gifts, as defined by Land Trust Alliance standards and practices; maintain updated personal and contact information on current donors in collaboration with the Board of Trustees, staff and Development Committee.
- Collaborate with the Fundraising Manager and Outreach Manager on updates for print, social media, appeals and acknowledgement letters and other donor-related forms and documents.
- Seek new and innovative opportunities to appropriately promote the organization to funders through the data.
- Work with staff in researching and applying for grants for general capacity and initiative funding.
- Work with Finance Committee, Development Committee and Fundraising Manager to establish achievable fundraising goals and revise fund sourcing plans as needed.
- Co-develop strategy for, design and implementation of the annual and specialty appeals and campaign materials - coordinate production and mailing.

- Provide back up to the Operations Manager as needed, co-learning office systems, technology, and protocols.
- Collaborate with other ACT staff.
- Attend bi-weekly staff meetings and regular ACT committee and board meetings as required.
- Attend professional development workshops and webinars.
- Complete other duties as assigned.



**To apply please send your resume and cover letter  
to [jobs@act-nh.org](mailto:jobs@act-nh.org)**