



Mobile Baykeeper Administration & Membership Coordinator

Compensation: Commensurate with work experience.

Location: Mobile, Alabama

Start Date: As early as May 22, 2017

Applications: Send resume and cover letter to jherlihy@mobilebaykeeper.org no later than 05/19/17

Employment Status: Full time, 40 hours a week. Must be flexible to work weekends or evenings when needed.

Mobile Baykeeper is seeking a candidate with excellent organizational, interpersonal, and communications skills to assist with implementation of our membership plan to sustain, increase, diversify and engage dues paying members and assist with database and office administration. The qualified applicant will have a high comfort level with database management, meticulous attention to detail, excellent organizational abilities, superior communication skills, creativity, strong computer skills, and a passion for the environment.

Working to protect our coastal environment since 1998, Mobile Baykeeper provides citizens a means to protect the beauty, health and heritage of the Mobile Bay Watershed and our coastal communities. Our vision is clean water, clean air and healthy communities.

Job Responsibilities:

Administration

- Reception duties including phone and first contact with public
- Prepare general correspondence, meetings and other clerical duties
- Prepare reports, memorandums, campaigns and correspondence in coordination with the Executive Director, Development Director and Operations Manager
- Track office supply inventory and prepare supply orders
- Organize documents, paper and computer files per the Documents Retention and Destruction Policy
- Provides historical reference by developing and utilizing filing and retrieval systems
- Organize and track storage inventory
- Regularly review and update strategic plan

Development

- Assist Development Director by monitoring, maintaining and reporting on fundraising and accounting systems and procedures, including but not limited to the following:



- Capturing, tracking, and reporting all pledges, donations and receipts
- Recording revenue transactions for events, membership, sponsorships and grants
- Cross-check database and financial accounting to ensure continuity and accuracy
- Developing reports to track membership needs
- Utilize Salesforce and Microsoft Word Mail Merge to coordinate the mailing of membership invoices, renewals, lapsed membered, donation acknowledgement letters and end of year letters
- Coordinate and train staff on the maintenance of membership database and intake of member information
- Coordinate with Development Director and Executive Director to create a task oriented dashboard for membership development
- Research ways to improve functions in Salesforce to ensure we are actively communicating with our members and utilizing relevant information
- Serve as the point of contact to promote membership benefits and communicate professionally and effectively with existing and potential members.
- Leverage email marketing and online organizing tools to optimize member recruitment and conversion
- Assist with development and implementation of membership development strategy
- Assist Development Director in planning and execution of fundraising events

Programs

- Respond to Citizen Concerns and follow up as needed
- Assist Program Director as needed
- Maintain working knowledge of major issues and communicate to members as appropriate

Communications

- Assist Executive Director with Board of Directors and staff internal communication
- Assist Communications Coordinator & Education and Outreach Coordinator with boosting external communications i.e. social media, newsletters, website, videos, etc.
- Table various local festivals and events
- Assist with the distribution of organizational materials to community groups, clubs, and organizations
- Assist with volunteer events and activities
- Write posts, articles and blogs highlighting the importance of membership
- Use tags and other tools to track and develop members through social media

Qualifications:

- Database management experience is required and experience with Salesforce or a similar CRM is preferred.



- Working knowledge of email marketing program such as Action Network, Constant Contact, or a similar platform is preferred
- Working knowledge of QuickBooks, Mac, Microsoft Office, Email required
- Excellent verbal/written communications and computer skills are required.
- Working knowledge of scheduling, and spreadsheets
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- Ability to multitask and meet deadlines
- Excellent oral and written communication skills
- Must be self-directed and able to complete projects with limited supervision

Mobile Baykeeper endeavors to provide equal opportunity to all qualified employees and applicants for employment. All aspects of employment will be governed on the basis of merit, competence, and qualifications and will not be influenced in any manner by race, color, religion, sex, age, national origin, disability, marital status, political affiliation, or veteran status, or any other basis prohibited by law. All decisions made with respect to recruiting, hiring and promoting will be based on individual qualifications related to the requirements of the position.