

Donor Database Coordinator, SF Bay - Delta Area

Reports to: Director of Philanthropy

Status: Full-time, Non-Exempt

Location: Fairfield, CA

About International Bird Rescue – www.birdrescue.org

International Bird Rescue is a 501(c)(3) nonprofit organization that specializes in the rescue and rehabilitation of sick, injured, and contaminated aquatic birds. Our mission is to inspire people to act towards balance with the natural world by rescuing waterbirds in crisis. Between our two wildlife centers in San Pedro and Fairfield, CA, we treat approximately 3,500 patients per year.

About the Position

The Donor Database Coordinator will be responsible for all aspects of the donor database system including gift entry, donor acknowledgements, reconciliation, and reporting. This position will support activities related to the agency's annual giving program, including supporting the stewardship and development of relations with former, current, and potential individual and corporate donors. Additional activities may include workplace giving outreach, and support for fundraising campaigns. This position will also assist with donor recognition, events, coordinating in-kind donations, and assisting the Director of Philanthropy with projects outlined in the Fund Development plan. As a member of the Philanthropy team, this person plays a significant role in accomplishing the goals of the department and supports the Mission, Vision, and Values of International Bird Rescue.

The Opportunity

- Gift processing, reconciliation, and reporting
- Donor acknowledgements and stewardship
- Donor development
- Annual Giving Program - email solicitations, etc.
- Special events
- Other support tasks as needed

Qualifications

- Knowledge and experience with donor engagement principles and practices; Exceptional attention to detail and follow-through
- Extensive skills in database management, CRM, Raiser's Edge experience strongly preferred; also GoogleSuite/Microsoft Office applications (Word, Excel, PowerPoint)
- Excellent oral and written communication skills
- Self-starter with the ability to work independently, accurately, and in a collaborative team
- Ability to juggle priorities and meet multiple deadlines
- Organizational and project/time management skills

- Due to the nature of this public-facing position, the following interpersonal skills are desired:
- Positive and enthusiastic attitude
- Ability to connect with colleagues, donors, and volunteers
- Maintains a professional appearance and work ethic
- Verbal and written ability to communicate effectively with colleagues, community partners, consumers and all levels of leadership and management

Education

Bachelor's degree and/or 2 years' experience in non-profit fundraising, donor stewardship, and database management

Work Environment

This is a position in an animal care facility. While performing the duties of this position the employee will be exposed to odors, noise, and in the vicinity of a variety of wild birds and hazardous material (such as petroleum products during an oil spill). Employees may also be exposed to moving parts, radiography equipment, and there is a risk of potential exposure to zoonotic diseases.

Additional Provisions

In the event of an oil spill, this position may be asked to take on oil spill related duties outside of general business. In CA oil spills, this position may be put on the OWCN payroll and paid in accordance with OWCN approved rates. This will be done only with prior agreement with the CEO and the OWCN and you will be informed of those rates at the time of the spill.

Location

This position is on-site at our SF Bay - Delta Area wildlife center located in Fairfield, CA, but has some flexibility for telecommuting with the understanding that facility needs always supersede work-from-home privileges.

Compensation, Benefits, and Start Date

Hiring Range: \$18.00 - \$21.00 hourly; hiring immediately

This full-time position offers a competitive salary commensurate with experience, variable schedule, a collaborative work environment, and a benefits package that includes generous vacation, health insurance, and other benefits. The position is open immediately. Please note that Bird Rescue has a mandatory COVID-19 vaccine policy and all new employees will be required to provide proof of vaccination.

To Apply

Please submit all resumes and cover letters to jessie@birdrescue.org.

Please DO NOT call the clinic in reference to this job.

We thank all applicants for their interest, however, due to the high number of applicants, only candidates under consideration will be contacted.

Please visit our website for more information on this position: www.birdrescue.org