



### ***Admin/Fundraising Coordinator (Part-time)***

The Admin/Fundraising Coordinator will provide administrative support to the Philanthropy Director, including scheduling meetings, executing fundraising plans, and answering donor questions. Travel to Sequoia and Kings Canyon Visitor Centers is essential for the success of this position.

**FLSA STATUS: Overtime Non-Exempt**  
**Department: Philanthropy**

**EMPLOYMENT TYPE: Seasonal Part-time**  
**Reports to: Director of Philanthropy**

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Have a solid understanding of DonorPerfect, Sequoia Parks Conservancy's fundraising software
- Provide general support to the Philanthropy Director, including but not limited to DonorPerfect data entry, processing donation receipts, and researching new technologies supporting the membership program
- Process memberships, answer membership questions, and be the lead contact for general membership assistance
- Communicate with members regularly, including through telephone, email, and in-person
- Provide support to visitor center staff to sell and renew memberships
- Assist the Philanthropy Director in writing the quarterly member newsletter, The Understory
- Assist with grant research
- Help with various writing projects as needed

#### **REQUIREMENTS**

- Associate's degree or 2-3 years experience in a related field or a degree in marketing, communications, nonprofit management
- Applicant must have superb customer service skills – via phone, online, and in person.
- Strong problem-solving skills are required.
- Experience in a fundraising or Customer Relationship Management database is preferred.
- Proficiency in Google Suite is required
- Strong written and verbal communication skills required
- Ability to work collaboratively with a strong team spread out through various locations
- Demonstrated organizational skills; able to manage multiple projects and move quickly from one to another while maintaining thorough records. Ability to be flexible and balance competing priorities.
- Exemplary interpersonal skills necessary to interact effectively with members and staff
- Must be a detail-oriented, enthusiastic individual able to exercise independent judgment in completing tasks, prioritizing, and meeting deadlines.
- Thorough knowledge of general office practices: writing, filing, mail, etc. Strong planning and organizational experience are necessary

**OTHER DUTIES**

- Support the mission by participating in Sequoia Parks Conservancy programs and events
- Assists with the promotion of membership and fundraising in the community
- Other duties may be necessary or assigned in accordance with the growing needs of the organization

**SUPERVISORY RESPONSIBILITIES**

None

**PHYSICAL DEMANDS**

The position requires sitting for several hours a day working on a computer, frequently bending and filing, and occasionally lifting full file boxes.

**WORK ENVIRONMENT**

The position is primarily a telecommuting position and requires several hours of being at a desk and using a computer, including a keyboard and mouse, for tasks such as writing, editing, and meetings. May occasionally require standing, walking, or lifting (up to 40 pounds) marketing materials for distribution, event setup, or attendance.

The work environment includes working and driving in the early morning, daytime, evening, and nighttime conditions. Working in the parks exposes employees to unpredictable and potentially dangerous situations. Examples are rock fall, radon exposure in Crystal Cave, lightning, working at night, wildlife encounters (bees/wasps, snakes, black bears, etc.), or driving at night.

**TOOLS/EQUIPMENT USED**

Computerized cash register with POS system, hand truck, ten key calculators, NPS phone system, computer and tablets with Microsoft, Accounting and Database software, and Google products. Employee may also drive a company vehicle (if authorized). Employee may be required to drive personal vehicles for official business

**GUIDELINES FOLLOWED**

Conservancy Employee Handbook, Conservancy Safety Program, and other handbooks, policies, and manuals as instructed.

**EQUAL OPPORTUNITY EMPLOYER**

**SEQUOIA PARKS CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER** Sequoia Parks Conservancy is an equal opportunity employer. We do not discriminate against any applicant based on race, religion, color, national origin, gender, sexual orientation, gender identity or expression, genetic information, age, disability, marital status, or veteran status.