



JOB OPPORTUNITY: DEVELOPMENT AND COMMUNICATIONS ASSOCIATE (50% TIME)

San Diego Audubon Society (SDAS), a non-profit organization working to promote the protection and appreciation of birds, other wildlife, and their habitats in San Diego County, seeks a highly motivated individual passionate about our mission to serve as the organization's Development and Communications Associate. If you're an excellent writer and editor, super-organized, proficient in web and social media skills, and love planning events, we want to hear from you.

Grants Management (25%)

- Research grant opportunities
- Manage grant tracking system and administer grants
- Prepare grant applications, including writing grant proposals and developing budgets
- Manage interim and final reporting requirements of awarded grants

Appeals and Donor Relations (25%)

- Assist in the implementation of membership, end-of-year appeals, and Birdathon fundraiser
- Support the Executive Director's major gifts and planned giving programs
- Establish and maintain queries and reports to generate mailing lists, appeals, membership campaigns, and other targeted communications as needed
- Prepare reports and assist in donor correspondence for the Executive Director as requested

Communications (30%)

- Act as Managing Editor of the SDAS print newsletter, *Sketches*, including coordinating the editorial calendar, coordinating and attending Communications Committee meetings, managing article submissions, proofing layouts, and overseeing printing/dissemination
- Maintain and develop content for social media presences on Facebook and Twitter
- Manage content for the SDAS website to ensure the site provides up-to-date information and supports our programmatic and fundraising goals
- Manage and track yearly website domain, host, and SSL certification updates/renewals
- Work with the SDAS contracted website developer for any web updates that are beyond regular capabilities
- Produce e-newsletter, including coordinating with staff and board committees to develop content

Development-Related Events (20%)

- Manage all development-related events, including planning, budgeting, venue selection and coordination, invitations, communications, registration, and follow-up activities

Desired Skills & Qualifications

- Deep commitment and passion for the conservation of birds, other wildlife, and their habitats
- Excellent written and verbal communication skills
- Very organized and able to set priorities and handle multiple tasks
- Hard working, self-motivated, flexible, and able to work in a team setting
- Professional experience in the development field preferred
- Grant writing and management experience preferred
- Advanced proficiency with office productivity software, including Microsoft Office suite
- Experience managing web content with WordPress or other CMS systems preferred
- Typing speed minimum 50 WPM

Other Job Requirements

- Must have a valid driver's license, excellent driving record, and reliable transportation
- Must be able to work occasional evenings and weekends as needed to support development events
- Must be able to lift 50 pounds

Salary, Benefits & Terms

This is a 50% time (20 hours per week), non-exempt position. Wage range is \$17 to \$20 per hour. Benefits include paid vacation, holiday, and sick leave. San Diego Audubon is an equal opportunity employer.

To Apply

Candidates are encouraged to submit a cover letter and resume electronically to careers@sandiegoaudubon.org. No phone calls, please. If materials cannot be sent electronically, hard copies can be submitted to:

Chris Redfern, Executive Director
San Diego Audubon Society
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