

October 2, 2018

Coordinator of Development Operations

National Headquarters ~ Memphis, Tennessee

Ducks Unlimited, Inc., the continent's leader in waterfowl and wetlands conservation, seeks a Coordinator of Development Operations to assist the Development Operations management team with all operational activities of the department with a focus on pledge processing, President's Council, donor relations, National Convention and reporting. Primary responsibilities include:

- Process Major Sponsor pledges to include adding or updating contact, salutation, and other demographic information.
- Assist the Director of Donor Relations to support the President's Council program to include preparing tumbler/pin packets for mailing, sending thank you packets to President, coordinating holiday card/gift mailing, activity entry, event invitations and eblast coordination.
- Coordinate Major Sponsor event invitations as requested by the Director of Donor Relations.
- Coordinate stewardship mailings – annual report, calendar, special mailings.
- Prepare invoices for approval, complete department check requests and assist as requested with the annual budget preparation.
- Coordinate Major Sponsor award spreadsheets, prepare scripts and assist with the logistics of National Convention.
- Assist with the monthly transfer reports for DU Canada and DU Mexico.
- Assist with data support for stewardship and solicitation.
- Work with the Manager to coordinate updates and revisions to the department's process and procedures manual.
- Coordinate development department materials on DUNEST and assist Director of Donor Relations to maintain development content on ducks.org.
- Provide personalized customer service to Major Sponsors and assist with all department mailings.
- Provide administrative support to Managing Director of Development Operations, Director of Prospect Development and Director of Donor Relations.

The ideal candidate will have a minimum of three years fundraising or related experience. Candidates must also have ability to analyze and synthesize data and produce readable, informative reports; possess strong Microsoft Office computer skills, advanced spreadsheet and relational database expertise; and the ability to handle confidential information with exceptional judgment and discretion. Must be able to problem-solve and troubleshoot, work independently but collaboratively in a dynamic team and have a passion for excellent customer service and commitment to exceptional quality. A demonstrated ability to work in a high pressure, fast-paced environment with changing priorities and multiple projects along with a commitment to the mission of Ducks Unlimited are also desirable.

The Coordinator of Development Operations reports to the Manager of Development Operations and is based at the National Headquarters in Memphis, TN.

To apply, please submit a cover letter and resume indicating your qualifications and outlining why you are interested in the position by going to <https://tinyurl.com/ducoordinator> to register or log-in to ADP and follow the prompts to APPLY.

For further information regarding this position please contact Jenna Sanchez at jsanchez@ducks.org.

Resume review will begin on October 25, 2018 and continue until the position is filled.

DUCKS UNLIMITED, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

It is the policy of Ducks Unlimited, Inc. to afford equal employment opportunity to all qualified persons regardless of race, color, religion, creed, national origin, ancestry, sex (including pregnancy, childbirth, lactation and related medical conditions), sexual orientation, gender, gender identity, gender expression, age (40 or over), disability (physical, mental or visual), genetic information, marital status (including registered domestic partnership status), military and veteran status, immigration status, or any other category protected by federal, state or local law.