



Position Announcement
ADMINISTRATIVE COORDINATOR (FULL-TIME)
CALIFORNIA WATERFOWL

Come join a robust non-profit organization that has accomplished nothing less than the extraordinary for waterfowl, wetlands and hunting in California, fueled by the passion of its dedicated staff, volunteers, members and donors. We're looking for someone with the skills and desire to assist with membership and development activities that harness the passion and unleash the untapped potential in our constituents to propel the organization to greater levels of achievement. Through positive member interactions and effective, long-term relationship building with donors, we seek to inspire confidence that our supporters' funds will be used in accordance with their desires to further California Waterfowl's mission and objectives.

BACKGROUND

California Waterfowl (CWA) is an award-winning 501(C)(3) conservation organization with a mission to grow California's waterfowl populations, wetlands and hunter-conservationist communities. We have over 20,000 members and 1,500 dedicated volunteers. Our accomplishments over the past 20 years include:

- Completing more than 1,400 projects to protect, restore, and enhance over 500,000 acres, providing habitat for millions of wetland birds and other animals.
- Hatching nearly 846,000 ducklings through our volunteer-driven California Wood Duck Program.
- Banding over 265,000 waterfowl for research that helps ensure sound management of waterfowl resources.
- Teaching almost 320,000 children, young adults, and families about waterfowl biology, wetland ecology, and the role hunting plays in conservation.
- Successfully advocating for science-based waterfowl hunting seasons and bag limits, expanded youth hunting opportunities, funding for water for managed wetlands, and preservation of hunting and gun rights for responsible sportsmen and women.

We did all this while maintaining the highest standards for management of our resources, earning a 4-star rating from Charity Navigator in 2019.

Learn more at calwaterfowl.org/about.

POSITION DESCRIPTION

CWA is seeking an outgoing, detail-oriented, customer-centric team player to support Membership Services and Development department staff on a full-time basis. The Administrative Coordinator will partner with Membership Services to provide California Waterfowl's members and donors with a positive experience through focus on data quality, delivering professional and timely written and verbal communications and being responsive to member/donor needs. Additionally, the Administrative Coordinator will support development activities that build strong, long-term, effective relationships with donors including donation processing, donor communications, pledge management, assisting with capital campaigns, special appeals and events. The Administrative Coordinator will also perform other general office tasks as needed including but not limited to distributing mail and answering phones.

This position reports to the Director of Operations and Data Analytics and interacts extensively with CWA staff across multiple functional areas.

Desired background and attributes

- *Bachelor's degree and two+ years'*, or *associate's degree and 5+ years'*, experience in an office environment, preferably in the non-profit sector.
- Must be detail-oriented and possess strong organization and communications skills.
- Able to work on multiple projects simultaneously, prioritize assignments, and manage time accordingly.
- Proficiency with software programs including Microsoft Word, Excel and Outlook.
- Familiarity with constituent relationship management (CRM) database systems highly desired.
- Ability to use interpersonal skills to interact positively and cultivate productive relationships with donors, volunteers and vendors.
- Ability to work independently as well as collaboratively with staff across departments.
- Familiarity with various types of office equipment including phones, computer, copier, fax and postage machines, printers and projectors.
- Trustworthy and accountable, possessing the highest level of personal and professional integrity and quality standards.
- A commitment to California Waterfowl's mission and a familiarity with, or willingness to learn about, conservation of waterfowl, wetlands, and hunting.

Please send your resume, expression of interest and compensation requirements to Pat Mastrantonio, California Waterfowl, 1346 Blue Oaks Blvd., Suite 100, Roseville, CA 95678; or pmastrantonio@calwaterfowl.org.