Maine Audubon is a widely respected conservation organization with headquarters located in Falmouth, Maine, with state-wide influence. Our mission is to conserve Maine’s wildlife and habitat through conservation, education, and advocacy. We are seeking a Database Assistant at our Falmouth, Maine, location.

OVERVIEW:
The Development Database Assistant is a half-time position (20 hrs/week) and will be responsible for updating and maintaining accurate donor records. The position will also assist with merging data, printing, and mailing a high volume of timely correspondence to constituents, and generally supporting efficient administration of the development office including maintaining inventory of supplies and development collateral.

RESPONSIBILITIES:
- Work at the request of the Development Operations Manager to support the integrity, maintenance, upkeep, and accuracy of donor contact information in the constituent database(s);
- Help gift processor with sorting and opening daily mail; make copies as requested for donor files or other files that require special attention as needed;
- Merge, print, and send signed appeal letters, gift acknowledgement letters and correspondence to Maine Audubon constituents;
- Maintain the confidentiality of all transactions and constituent data.

QUALIFICATIONS:
- Performance record of timely and accurate completion of tasks and projects
- Experience with Microsoft Office and database applications, Raiser’s Edge experience a plus
- Commitment to Maine Audubon’s mission, goals, and philosophies

TIMING, PAY, AND BENEFITS:
- 20 hours per week position
- Starting pay rate: $18/hour
- Part-time position benefits include employer 403B retirement contribution, Personal, Sick, Vacation, and paid holidays, discount at our Nature Stores.

TO APPLY:
Please send resume, cover letter, and three references attention: Laura Seretta, lseretta@maineaudubon.org. Position open until filled.

Maine Audubon is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.