



## Development Assistant

Falmouth, ME

**Maine Audubon** is hiring a Development Assistant to join its dynamic team based in Falmouth, ME. Since 1843, Maine Audubon has worked to conserve Maine wildlife and wildlife habitat by engaging people in education, conservation, and action.

### Position Overview

We are seeking a Development Assistant to join our Development team based in Falmouth, ME. The Development Assistant supports the Development team by ensuring the accuracy, integrity, and strategic use of donor data. Reporting to the Associate Director of Development Operations and Membership, the ideal candidate is a detail-oriented and organized team player who maintains confidentiality of all transactions and donor-related data, using it to help further Maine Audubon's mission.

### Essential Duties and Responsibilities

- Maintains Development database integrity by updating records in a timely manner including:
  - Address and contact information updates
  - Adding correspondence, notes, and assigned actions to donor records
  - Migrating data from other databases used by the organization
  - Various research and data clean-up projects
- Supports Membership by assisting with monthly mailings and correspondence
- Manages inventory of Development Department office supplies and print material/collateral
- Assists with the preparation of materials and execution of logistics for Development events
- Supports Development staff leadership as requested

### Qualifications

- Familiarity with relational databases; Raiser's Edge experience a plus but not required
- Strong administrative skills and interest in interacting with other departments within the organization as well as the public
- Self-motivated and comfortable working independently
- Able to pass a criminal background check

### Physical Requirements/ Working Conditions

- Primarily sedentary, office-based position with extended periods of computer use.

## **Education & Experience:**

- High school diploma or equivalent required.
- At least 1 year of experience with databases, data entry, or administration support required.

## **Timing, Compensation, and Benefits:**

- Part-time, year-round position; 20 hours a week with a flexible schedule, and the possibility for growth in responsibility and number of hours. Additional time may be requested during busy seasons, including November-January and March-June.
- Pay range: \$18-\$21/hour
- Eligible to enroll in dental and vision insurance. Automatic enrollment in Life/AD&D as well as short- and long-time disability insurances.
- Generous time off package including paid vacation, personal, and holidays.
- Enrollment in Maine Audubon's 403b retirement plan with employer contributions.

**To apply:** Please send resume and cover letter to [lseretta@maineaudubon.org](mailto:lseretta@maineaudubon.org), with "Development Assistant" in the subject line. Review of applications will be ongoing until position is filled. We encourage you to apply even if you do not meet 100% of the requirements but believe you would be a good fit for this position.

**AI Notice:** Applicants may use basic editing tools (e.g., spellcheck), but generative AI may not be used to create or draft resumes or cover letters. This helps ensure all candidates are evaluated based on their own qualifications. We provide reasonable accommodations for applicants with disabilities. Please contact us if you need any accommodations to apply or participate in the hiring process.

*Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis age, race, color, national origin, ancestry, religion, sex, sexual orientation, pregnancy, HIV status, physical or mental disability, genetic information, familial status, domestic violence victim status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.*