



## Administrative and Donor Services Assistant

**Title:** Administrative and Donor Services Assistant

**FLSA:** Permanent Part time - 20 -24 hours per week; Non-Exempt

The Administrative and Donor Services Assistant will support the organization's administrative functions, maintain the Foundation's database with current donor information and assist with fundraising events. This individual must be organized, a critical thinker with the ability to multitask. The individual must be team-oriented and thrive in a team environment.

### Summary of Duties and Responsibilities:

- Generate gift acknowledgement letters and attach pertinent documents to donor records.
- Execute physical mailings, and provide logistical support as needed; work with vendors and mail houses to coordinate and complete large mailings.
- Provide front-line customer service (in-person, online, over phone) including intake of donor gift inquiries, and follow-up with donors as needed.
- Provide phone support for the Conservation License Plate program.
- Respond to inquiries related to donations/payments, event attendance, refunds, and other matters; provide excellent customer service to donors, board members, partners, and team members.
- Maintain office supply inventory by checking stock to determine inventory level, anticipate needed supplies, place and expedite orders as needed, and verify receipt to ensure supplies are available and organized at all times.
- Maintain and organize storage areas.
- Assist with fundraising events by organizing and packing items. May be asked to attend fundraising events.
- Promote the Mission of the Missouri Conservation Heritage Foundation.

### Education and Qualifications

- High school diploma or GED required; some college hours preferred.
- 2+ years' experience in an administrative support role; nonprofit experience helpful.
- Excellent writing and verbal communication skills.
- Strong computer skills including Microsoft Office, Word (including mail merge). Experience with Excel is essential.
- Highly organized with strong attention to detail and time-sensitive deadlines.
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### Additional Considerations

- Available for occasional out of town travel; occasional weekend and evening hours.
- Ability to work independently; highly organized, self-starter with good interpersonal, problem-solving, and analytical skills.
- A sense of humor.
- A desire to collaborate with a team to reach the best possible outcome of a task.
- A passion for conservation.
- Valid driver's license.
- Work location: MCHF Headquarters, Jefferson City, Missouri.

## **Pay and Benefits**

- Competitive hourly pay is based on experience and the current market.
- Flexible work schedule.
- Benefits include some paid holidays.

If you are interested in joining our team, please send your resume to:

Missouri Conservation Heritage Foundation

P.O. Box 366

Jefferson City, MO 65102

Or email to:

[Kim.becker@mochf.org](mailto:Kim.becker@mochf.org)

## **Job posting closes on Friday, April 19, 2023.**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Missouri Conservation Heritage Foundation is an equal opportunity employer. We do not discriminate based on age, gender, race or ethnic origin, religion, veteran status, physical or medical condition, political affiliations, or sexual orientation.

Who we are:

The Missouri Conservation Heritage Foundation is a nonprofit 501 (c)(3) organization founded in 1997 to advance conservation and appreciation of Missouri's natural resources, including fish, forest, and wildlife. MCHF works with donors and other conservation partners to financially support the mission and priorities of the Missouri Department of Conservation at the statewide, national, and international level.

This means MCHF invests in everything from migratory bird programs to youth hunting and fishing events to endangered species habitat protection. MCHF supports the state's nature centers, as well as hiking and wildlife viewing activities – anything that allows Missourians to enjoy the outdoors in urban and rural areas.

MCHF is governed by a volunteer board of directors comprised of conservation, community, and business leaders. MCHF has raised and invested more than \$26 million in conservation projects large and small. Find out more by going to the MCHF website at [mochf.org](http://mochf.org).

Thank you for considering us!