



Michigan League of Conservation Voters --- Development Coordinator

The Michigan League of Conservation Voters is seeking a full-time Development Coordinator to ensure our fund development efforts are strategic and well-informed and that the outcomes of those efforts are tracked, reported and celebrated.

This position is responsible for all information necessary for Michigan LCV to build meaningful donor relationships, expand our impact over time and reach ambitious goals. The ideal candidate will have experience in process improvement, a high standard for quality quantitative and qualitative data, and an interest in working in the details and behind the scenes. This position is an opportunity to build the backbone of a growing fund development program, to develop innovative, efficient ways to better inform outreach and relationships with donors, and to support a team of dedicated, kind and fun colleagues in reaching big goals.

About the Michigan League of Conservation Voters

The Michigan League of Conservation Voters is a statewide political organization whose mission is to elect pro-environmental candidates to office and to hold all decision makers accountable for protecting Michigan's land, air and water. We work closely with elected officials, business leaders, partner organizations and advocates from across the state, and we have built a reputation as the leading, non-partisan political voice for Michigan's land, air and water.

Job Responsibilities

The Development Coordinator, who is based in Ann Arbor and reports to the Development Director, is responsible for the following:

- Managing the Michigan LCV donor database (NGP EveryAction), including handling data entry and wealth screening, as well as creating donor and financial reports, running donor/prospect lists, and making batch updates to the system as needed.
- Executing direct mailing programs, while keeping donor list current and clear of dated contact information.
- Handling and processing gifts, and updating necessary logs and databases with the latest information.
- Providing donor services and support that adds up to an exemplary customer service experience.
- Seeking out and implementing new ways to collect, organize and present data and information on fund development efforts that deepen understanding, keep our entire team up to date with progress to goal, and that inspire new ways to meet ambitious goals.
- Supporting the events team.
- Online fundraising
- Thank you letters to donors
- Data management
- Other duties as assigned.

Qualifications

We are seeking candidates who are **thorough executors of detailed, data-oriented work, who like to improve processes and systems, and who take initiative to solve problems.** You should have:

- Experience researching, tracking and reporting on detailed information in a clear, concise and easily-digestible way.
- A demonstrated ability to manage multiple projects without dropping the ball or missing deadlines.
- A customer-centric attitude and a commitment to enabling work to get done more efficiently.
- A working knowledge of database and information systems and an interest in improving processes, functionality and the quality of data.

- Experience actively managing a comprehensive donor management database.
- A belief that who we elect matters and that the protection of Michigan's land, air and water should be a political priority

Michigan LCV is an equal opportunity employer. We offer competitive salaries, health and dental coverage, and a generous paid time off policy, as well as other benefits.

How to Apply

Please send your resume and cover letter to jobs@michiganlcv.org and include "Development Coordinator" in the subject line. Applications will be accepted on a rolling basis.