



## **Development Administrator**

The Michigan League of Conservation Voters (LCV) – one of Michigan’s largest, most impactful political advocacy organizations working to clean up our water and air, address climate change, and protect access to voting – is seeking a full-time Development Administrator to ensure our fundraising efforts are strategic, tracked, reported, and celebrated and to work closely with the Development Director to manage the internal department operations. 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. This position offers an opportunity to build the backbone of a growing development program, to create 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-conservation candidates to office and to hold all decision makers accountable for protecting Michigan’s drinking water, attacking climate change, and expanding access to the ballot. 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.

Michigan LCV is an equal opportunity employer. We assure equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline, and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, genetic testing status, veteran status, disability, sexual orientation, gender status, or any other protected class established by all applicable federal, state and local laws and ordinances.

### **Job Responsibilities**

The Development Administrator reports to the Development Director, is ideally based in Southeast Michigan or the Grand Rapids area, and 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
- Plan, oversee and execute membership fundraising programs, including online fundraising campaigns, direct mail campaigns, and in close collaboration with the Communications Department, identifying creative fundraising opportunities throughout the year
- Working closely with the Financial Analyst, handling and processing gifts, and updating necessary logs and databases with the latest information
- Providing donor services and support that add 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 inspire new ways to meet ambitious goals
- Managing and supporting our internal grants management process including, but not limited to, management of all grants deadlines, providing support to the Development team in drafting proposals and reports, managing financial needs, and tracking prospective foundational information
- Playing a lead support role in planning and execution of all Development and Partnerships events
- Participating in all Michigan LCV political election work – doing the hard work of campaigning, which means volunteering yourself to do door-to-door field canvassing, text and phone banking, and campaign events
- Working closely with the Development Director to ensure execution of fundraising for all revenue streams

### **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:

- The ability to support a team and work collaboratively across departments
- Experience researching, tracking, and reporting on detailed information in a clear, concise, and easily-digestible manner
- 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
- Experience actively managing a comprehensive donor management database, including a working knowledge of database and information systems and an interest in improving processes, functionality, and the quality of data
- A valid driver's license, car insurance, reliable access to a car, the internet, and a phone to use for work purposes as well as the ability to canvass, walking at least a mile and navigating physical obstacles such as stairs
- Cultural Competence:
  - Demonstrated awareness of one's own cultural identity and the ability to learn and build on varying community norms
  - Commitment to equity and inclusion as organizational practice and culture
  - Understanding of how environmental issues intersect with racism, economic and social inequality in the U.S. and has a passion for working to dismantle these systems

### **Compensation & Benefits**

The starting salary for this position ranges from \$40,000 - \$57,000 depending on experience. Michigan LCV offers a benefits package that includes health and dental coverage, long-term and short-term disability coverage, life insurance coverage, a retirement savings program, reimbursements for business-related travel, a generous paid time off policy, and a team of smart, funny, and kind colleagues working together to deliver on a mission that matters.

### **How to Apply**

[Click here to apply](#). Applications will be reviewed on a rolling basis.