



Posting Title: Donor Relations Administrator
(part-time, initial 12-month contract)

Posting Date: 11 January 2022

Closing Date: 31 January 2022

POSITION OVERVIEW: The Donor Relations Administrator reports directly to the Senior Donor Relations Manager and will be a key member of Y2Y's small Development team focused on growing our revenue base from individual donors. You'll be working closely with a highly collaborative staff in a results-driven environment. Your primary role is to provide administrative support to the Donor Relations staff in their shared efforts to build and nurture relationship with donors to advance Y2Y's conservation work. This is a new position to support a growing team and opportunities.

PRIMARY DUTIES AND RESPONSIBILITIES: The Donor Relations Administrator will undertake a range of activities to help the team work efficiently and effectively, and secure and retain support for Y2Y's vital conservation programs across Canada and the US.

Core activities include:

- Individual Donor administration and tracking:
 - generate accurate lists from Donor Perfect;
 - maintain donor records to reflect the stewardship activities undertaken, this includes creating new constituent records, actions, proposals and data clean up;
 - track timelines for proposals, reports and other communications;
 - executes various mailings, both electronic and mail, including donor acknowledgement communication, targeted donor materials, newsletters etc.
 - support the Senior Administrator in processing new members, thank you and renewal letters, monitoring and entering gifts
- Communication with donors:
 - main contact for enquiries via telephone and e-mail;
 - schedules donor meetings, attends meetings and takes notes when requested;
 - responding promptly to requests, and other stewardship needs as identified
 - organizes meetings, travel and accommodation arrangements for Fundraising Team.
 - Provides support for events (both live and virtual)
- Donor research and prospecting:
 - supporting research of current and prospective donors, including through databases, online resources and conversations with staff/board
 - prepares donor briefs for various donor meetings and events.
- Providing other administrative assistance for the team as required

SKILLS AND QUALIFICATIONS:

- First-rate organizational skills, including the ability to coordinate multiple projects to deadlines, and to reprioritize a busy workload to respond to urgent requests as needed

- Strong computer literacy (Word, Excel, Outlook, SharePoint, Adobe), including formatting and basic formulas
- Excellent communicator with good attention to detail and accuracy
- Self-starter who works well independently, but who is able to take direction, effectively communicate progress and work with people from diverse backgrounds, including a dispersed staff and volunteers, board members, donors and business leaders
- Patient, positive, solution-finding attitude; works well within a team

CONSIDERED AN ASSET:

- Administrative work experience
- Knowledge of Customer Relationship Management systems/databases such as DonorPerfect
- Knowledge of fundraising intelligence platforms such as iWave
- Excellent written communication skills
- An interest in large landscape conservation or related environmental issues, and knowledge of the geography of the Yellowstone to Yukon region

COMPENSATION:

Salary is commensurate with experience, ranging from \$45,000-\$50,000 p.a. pro-rated for up to 20 hours per week (preferably spread across the week).

TERMS OF EMPLOYMENT:

This is a part-time 12-month contract position that we hope will be renewable and/or become permanent. Contract positions are not eligible for benefits. The candidate will ideally be based in Canmore, Alberta, where their main supervisor and collaborators are located, however, due to Covid protocols remote work is supported until the Y2Y head office [a typical office setting] reopens.

Applicants must be legally eligible to work in Canada. Y2Y is an equal opportunity employer and committed to diversity, equity, and inclusion in our workplace as well as more broadly in science, conservation, and society. We strongly encourage applications from members of groups that are underrepresented and/or excluded from science and/or conservation, including but not limited to Black, Indigenous, and People of Colour, people with disabilities, and members of the LGBTQ+ community. The successful candidate will be required to abide by Y2Y's Conflict of Interest Policy.

START DATE:

The successful candidate will preferably start during March 2022.

TO APPLY:

SEND BY E-MAIL to careers@y2y.net a cover letter and a resume with title formats as follows:

"(Last Name) (First Name)" - Cover and "(Last Name) (First Name)" - Resume

Subject: "Your Name" – Application for Y2Y Donor Relations Administrator

Applications will be accepted until 5 p.m. MT on 31 January 2022. We thank all applicants but only those candidates selected for an interview will be contacted. No phone calls please. Application review begins upon receipt and applicants may be contacted before the closing date.

ABOUT THE ORGANIZATION: The Yellowstone to Yukon Conservation Initiative (Y2Y) is a joint Canada-U.S. not-for-profit organization with a mission to connect and protect wildlife habitat from Yellowstone to Yukon so people and nature can thrive. Formed in 1993, Y2Y takes a scientific approach to conservation and is upheld as a global leader in large landscape conservation. Please see y2y.net for more info.