



SOUTH ALABAMA
LAND TRUST

Administrator/Volunteer Coordinator Job Description

SUMMARY

The Administrator/Volunteer Coordinator will work with the Executive Director and staff at South Alabama Land Trust (SALT) and the Manager and staff at the Weeks Bay National Estuarine Research Reserve (WBNERR) to further the mission of both organizations. The Administrator/Volunteer Coordinator will be asked to think creatively to cultivate beneficial partnerships that further the work of the WBNERR and strengthen SALT's relationship as a "Friends Group" to the Reserve.

RESPONSIBILITIES

- Oversee and advance membership program.
- Assist with Spring and Year End Appeals.
- Assess and implement acquisition mailings to cultivate new donors.
- Assist with SALT event planning and logistics.
- Assist with social media content.
- Edit content on SALT and Bald Eagle Bash websites.
- Assist with SALT's E-News and SALT Line quarterly newsletter.
- Assist with production of all SALT collateral materials.
- Serve on Bald Eagle Bash and BirdFest Committees.
- Prepare all donation/membership correspondence.
- Oversee solicitation of and securing sponsorships for Bald Eagle Bash and BirdFest fundraising events.
- Oversee DonorPerfect, a donor software program entering donations, analyzing data and preparing reports.
- Schedule and attend community outreach events to promote the mission of SALT and the WBNERR, and connect with current and potential volunteers and donors.
- Enter financials in QuickBooks online and reconcile monthly bank statements.
- Recruit volunteers and provide volunteer orientations.
- Utilize Excel, SignUp and other volunteer management software to maintain a volunteer contact roster and schedule volunteer shifts.
- Assist with social media accounts for SALT and the WBNERR (Facebook, Twitter, Instagram, YouTube).
- Coordinate and participate in volunteer events and activities as needed and ensure that volunteer hours are entered into DonorPerfect.
- Assist with environmental education and other outreach events.

QUALIFICATIONS & ATTRIBUTES

- Ability to communicate effectively both orally and in writing to a wide range of constituents.
- Ability to work efficiently with computers and standard office programs.
- Competency with various social media platforms, proficient at Microsoft Office programs, Adobe Acrobat, QuickBooks.
- Ability to work well as part of a small, dedicated team to protect our coastal resources.

Starting salary is based on experience. Benefits include discretionary annual bonus, company paid health insurance, 401K match and paid time off.

The above statements are intended to describe the general nature and level of work being performed by the person in this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Send resume and cover letter to: SALT@southalabamalandtrust.org