



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 WBNERR.

### RESPONSIBILITIES

- Oversee and advance membership program.
- Assist with Spring and Year End Appeals.
- Write and submit grant proposals. File interim and final reports.
- 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 website.
- 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; enter donations, analyze data and prepare 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.
- Responsible for entering financials in QuickBooks online and monthly bank reconciliations.
- Recruit volunteers and provide volunteer orientations.
- Utilize Excel and 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. Ensure that volunteer hours are entered into DonorPerfect.
- Assist with environmental education and other outreach events.
- Other administrative functions to support SALT overall.

## 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, and general computer literacy.
- Ability to work well as part of a small, dedicated team to protect our coastal resources.

Starting salary is based on experience.

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: Veronica Herndon  
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