



Teatown Lake Reservation Membership and Development Manager

Teatown Lake Reservation is a non-profit membership organization, nature preserve, and environmental education center located on a 1,000-acre preserve in New York's Lower Hudson Valley. Its mission is to inspire our community to lifelong environmental stewardship through nature education, conservation, and advocacy. The Membership and Development Manager is a self-starter, strategic thinker, service-minded, flexible, curious, outgoing individual committed to the organization's mission.

Position Overview:

The Membership and Development Manager is responsible for managing and advancing the membership program and works with the Director of Development on all fundraising initiatives to meet goals. This role also manages and maintains Teatown's CRM database, DonorPerfect.

Principal Duties and Responsibilities:

Membership

- Oversee and manage the membership program, including maintaining member records in the CRM database, Donor Perfect.
- Cultivate and maintain relationships with current and prospective members.
- Develop and implement strategies to grow and retain membership.
- Collaborate with the communications and external events team to promote membership.
- Coordinate with the Event Manager to plan and execute member engagement activities and semi-annual receptions.
- Handle membership data entry and acknowledgement letters.
- Manage renewal reminders and free ticket allocations for events.
- Address member inquiries and concerns.

Development

- Support relationship-building with donors and prospects.
- Participate in various development meetings.

Teatown's mission is to inspire our community to lifelong environmental stewardship

- Maintain and manage donor records in CRM database and provide staff training.
- Prepare reports and track key metrics for membership and fundraising.
- Reconcile data entries with the CFO monthly.
- Generate mailing lists for communications.
- Create and manage timeline for bi-annual appeals.
- Handle donation data entry, acknowledgements and related tasks.
- Assist with capital campaign duties, including data entry, tracking and recognition of gifts/pledges.
- Perform additional tasks related to membership and development activities.

Position Requirements/Qualifications

- Bachelor's degree with at least 3 years of experience in non-profit CRM software, preferably DonorPerfect.
- Minimum of 3 years of experience in membership sales preferred, with an emphasis on growth and retention.
- Familiarity with research techniques and resources in philanthropy.
- Understanding of development principles and practices.
- Works well with a variety of constituents – board members, volunteers, members, donors.
- Strong follow-up and follow-through abilities.
- Excellent oral and written communication skills.
- Ability to manage multiple priorities and deadlines effectively.
- Detail-oriented with strong organizational, project, and time management skills.
- Self-motivated professional skilled in working autonomously and within a team.
- Proficient in Microsoft Office Suite and CRM management; advanced in Excel, Google Docs, and Zoom; skilled in general technology.

Location/Schedule: This is a full-time salaried position, Monday-Friday (35 hours per week) on-site, at Teatown Lake Reservation's Visitor Center in Ossining, NY. Regular work hours are 9:00am -5:00pm. Some evening and weekend work required.

Salary Range/Benefits: \$55,000-\$60,000. Generous benefits package: includes health, vision, dental, and life insurance; 403(b) retirement plan with employer match; generous paid time off including vacation, personal and sick days, federal and floating holidays.

To apply: Send your résumé and cover letter to Jean Costello, Director of Development, at fcostello@teatown.org. No phone calls, please.