



Teatown Lake Reservation Membership and Development Coordinator

Teatown Lake Reservation, a non-profit membership organization, nature preserve, and environmental education center, is dedicated to inspiring lifelong environmental stewardship through nature education, conservation, and advocacy on its 1,000-acre preserve in New York's Lower Hudson Valley. We seek a Membership and Development Coordinator who is a strategic thinker, service-minded, flexible, curious, and outgoing, with a commitment to our mission and a passion for engaging the community in environmental stewardship.

Position Overview:

The Membership and Development Coordinator plays a key role in strengthening Teatown's member and donor communities, helping to ensure financial support for our mission. This position is responsible for managing and maintaining Teatown's CRM database, Donor Perfect, and will work with the Director of Development in achieving critical fundraising and membership goals.

Principal Duties and Responsibilities:

- Oversee and manage the CRM database (DonorPerfect), ensuring accurate and timely, data entry, acknowledgements, and related tasks.
- Prepare and analyze reports to track key membership and fundraising metrics; reconcile data entries monthly with the CFO.
- Handle inquiries and build relationships with members and donors, enhancing their connection to Teatown's mission.
- Support strategies to grow and retain membership, including planning and executing renewal reminders.
- Work with the Event Manager and Director of Communications to plan and promote member engagement activities and semi-annual receptions.
- Collaborate with Director of Communications to promote membership.
- Generate mailing lists.
- Participate in various meetings.
- Create and manage the timeline for bi-annual appeals.

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

- Provide additional support for other development and administrative tasks as needed to ensure department success.

Position Requirements/Qualifications:

- Bachelor's degree with two years of experience in non-profit CRM software (DonorPerfect preferred).
- Experience in a membership-related role, with a focus on driving growth and retention in the non-profit sector is a plus.
- 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.
- Exceptional follow-up and follow-through abilities.
- Excellent oral and written communication skills.
- Detail-oriented with strong organizational and project 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/Benefits: \$50,000-\$55,000. 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. No phone calls, please.