



Position Description: Marketing and Development Administrator

Reports to: Director of Donor Relations and Marketing

Direct Reports: N/A

Date: February 2023

Position Type: Full-time

Summary

The Marketing and Development Administrator will serve to assist in most activities currently performed by the Marketing and Outreach staff and The Development staff. The ideal candidate would have the ability to seamlessly pivot from one task to another in short notice. This person will also serve as the initial point of contact within the NCF office including in-person, phone, and email.

Specific Responsibilities

Development:

- Facilitate excursion list management and attendance with Interpretive Education Coordinator
- Assist in the strategy of generating new memberships
- Assist the Development Associate in Raiser's Edge database gift entry
- Assist Development Associate with creating donor acknowledgement letters and mail fulfillment
- Handles "Return to Sender" mailings, performs research and updates database addresses
- File individual monthly donation receipts
- Perform database updates on an ongoing basis

Outreach:

- Greet visitors at 118 Cliff Rd Headquarters
- Oversee and respond to general inquiries made by phone and emails

- Communicate trails and property maintenance requests to the Director of Land Management
- Assist with merchandise organization and shipping fulfillment
- Assist Marketing & Outreach Manager and Interpretive Education Coordinator with event management and planning
- Assists with scheduling meetings as needed.
- Manage pickup and deliveries that occur outside the office

Desired Qualifications

- Bachelor's Degree
- 2+ years' experience within a professional environment
- Extremely well organized
- Ability to follow instructions, prioritize and complete tasks efficiently
- Proficient with Microsoft Word, Excel and preferably CRM database management such as Raiser's Edge
- Detail oriented
- Strong verbal and written communications skills
- Able to work independently to accomplish assigned goals
- Able to work effectively and collaboratively with other team members to accomplish collective goals

This is a full-time year-round position but would consider part time for the right candidate.

Nantucket Conservation Foundation provides equal employment opportunities to all employees and applicants and prohibits discrimination and harassment of any type.