



Crane Trust Nature & Visitor Center
9325 South Alda Rd. Wood River, NE 68883
Membership & Database Coordinator

Job Title: Membership & Database Coordinator
Reports To: Director of Fundraising & Outreach
Department: Nature & Visitor Center
FLSA Status: Exempt
Supervision of others: None
Salary Range: Commensurate with Experience

The Crane Trust is a non-profit 501(3)c organization located in south-central Nebraska dedicated to protecting and maintaining critical habitats for Whooping cranes, Sandhill cranes, and other migratory birds throughout the Big Bend Region of the Platte River Valley through scientific research, habitat management, community outreach, and education.

JOB DESCRIPTION:

Supports the strategic fundraising efforts of the Crane Trust by working with the Director of Fundraising & Outreach in the development planning and execution of membership coordination. Additionally, this position manages the internal database and CRM systems. This position also assists with VIP events during the crane migration season.

Primary Job Duties:

- Must understand and appreciate the Crane Trust’s mission.
- Maintains the data in the donor database for Crane Trust members, donors, friends, businesses/corporations and foundations.
- Manages the daily input of donations into the database system.
- Coordinates the production of thank you notes via email and US mail on a timely basis.
- Executes the membership renewal process on a yearly basis to Crane Trust members.
- Assists with member questions.
- Assists various departments in generating membership/donor lists.
- Conducts preliminary research on prospective corporate and individual donors.
- Create monthly fundraising reports and other database reports as needed.
- Assist in the coordination and production of fundraising appeals.

- Works with the Director of Fundraising & Outreach on various fundraising initiatives throughout the year.

Desired Skills:

- Ability to become an expert with the database and customer relationship management system, NEON CRM.
- Must have strong knowledge of computers and software programs such as Microsoft Word, Excel and PowerPoint, and Google Suite.
- Strong attention to detail with maintaining personal records and data.
- Solid interpersonal communication skills and ability to engage people in a professional setting with a positive attitude.
- Have a general knowledge of conservation organizations in Nebraska.
- Assist the Director of Fundraising & Outreach with the March crane season events each year.
- Assist the Director of Fundraising & Outreach with various fundraising projects.
- Perform other related duties and projects as assigned.

Education: Bachelors degree in business administration or information technology required.

- Three - five years of job experience with related skills or non-profit is preferred.

WORKING CONDITIONS:

The position requires excellent communication skills. The ability to establish and maintain effective working relationships with others, work independently, meet schedules and deadlines, plan and organize work is also required. The work conditions include irregular hours during the sandhill crane spring migration subject to varying situations and occasional interruptions. Working on multiple projects and priorities is also required.

RESPONSIBILITY FOR THE WORK OF OTHERS:

None.

PHYSICAL DEMANDS:

Sitting – frequent, standing – frequent, walking – frequent, lifting – occasional, carrying - occasional Reaching – frequent, handling – frequent, kneeling – occasional, stooping – occasional, crouching – occasional and bending – occasional.