

**Southwest Michigan Land Conservancy (SWMLC)
Administrative and Database Coordinator – Part Time**

About SWMLC:

SWMLC is a non-profit land conservation organization dedicated to preserving the scenic and ecologically significant landscapes that define our region's natural character. SWMLC serves the nine counties of southwest Michigan and has protected nearly 19,000 acres of forests, wetlands, savannas, prairies, dunes, lakeshore, farms and vineyards in southwest Michigan. SWMLC works with volunteers and landowners to improve habitat, ensure water quality, support biodiversity, connect people with nature, and help families conserve the land they love. – now and for generations to come.

Position Overview: As the Administrative and Database Coordinator, you will play a crucial role in supporting the organization's day-to-day operations. Your primary responsibilities will include maintaining our donor database, handling donor acknowledgement letters, and providing administrative support to various functions within the organization. The position will require 20 hours/week.

Key Responsibilities

Database:

- **Maintain and Update Database:** Ensure the accuracy and integrity of our database by regularly updating, inputting, and organizing information, and maintaining donor records.
- **Check Processing:** Efficiently input all received donations into the database for accurate and timely record keeping.
- **Reporting and Communication:** Create queries and run reports as needed for internal analysis and communication.
- **Donor Acknowledgements:** Facilitate the timely and personalized sending of donor acknowledgement letters.

Administrative Support:

- **Mail Management:** Monitor and log incoming mail, with a specific focus on donations and ensure proper documentation of donations received.
- **Office Supplies:** Order office supplies as needed to maintain a well-equipped and efficient workspace.
- **Office Organization:** Assist in maintaining a well-organized and functional office environment to enhance overall productivity.
- **Assist with Bulk Mailings:** Support various mailing initiatives, including newsletters and various membership fundraising campaigns.
- **Assist with other projects as needed.**

Preferred experience

- 1-2 years of experience in maintaining and updating donor databases.
- 1-2 years of experience in administrative assistant roles.
- Familiarity with e-Tapestry is highly desirable.

Compensation and Benefits

- **Hourly Rate:** \$20-22 based on experience.
- **Time Off:** Includes Paid Time Off (PTO) and paid holidays.
- **Potential to work a flexible hybrid schedule.**

How to Apply:

To apply to this position, please submit your Resume and Cover Letter to conserveland@swmlc.org. Please include "Administrative and Database Coordinator Application" in the subject line.

Application Deadline:

Applications will be accepted until position is filled.

Southwest Michigan Land Conservancy is proud to be an Equality Opportunity Employer. We embrace and celebrate diversity. We are committed to fostering an inclusive work environment that inspires all individuals. Our commitment is to provide a workplace free of discrimination and harassment, ensuring that every team member is valued and respected.