



Administrative and External Affairs Manager Job Description

The Darien Nature Center is hiring a skilled computer and social media professional to manage our online presence and oversee our database of constituents. The opportunity is perfect for a nature lover who is interested in promoting the natural world, interacting with people of all ages and joining a team of professionals in this vibrant organization.

Program and Event Registration and Database Management

- Oversee online and in-person registration for programs and special events.
- Point person for the database and registration systems, overseeing the protocols used to maintain a clean database system and the systems in place to provide timely and attractive registration pages for our constituents.
- Work with Program Director to confirm program dates, deadlines and available spots in plenty of time for PR and marketing of programs.
- Oversee the financial transactions associated with registrations.
- Create reports and lists as needed from our database system - Raiser's Edge (RE) or LuminateOnline (LO) - to reflect registration results for class lists, guest lists, and registration status reports for staff, committee and board.
- Manage a calendar of important registration dates and deadlines which is available to all staff and board to help inform planning and communications.

Website Maintenance

- Oversee our WordPress website content, keeping it current, timely and consistent with design and tone.
- Update registration and donation pages to reflect current campaigns.
- Enhance website with new pages or functionality as needed to keep it as cutting edge and user friendly as possible.

Social Media Management and Fund Raising

- Coordinate a communications calendar for the organization to assure smart, well-timed messaging.
- Create Facebook and Instagram posts that are compelling and timely.
- Maximize our presence on social media and traditional media to highlight programming, events and local events that support our mission.
- Design and post a semi-monthly newsletter for our members to keep them excited and engaged about nature, our programs and opportunities to gather.
- Create printed program brochures that pop.

Planning

Each Fall, prepare a plan for the year with goals that are in line with the budget and mission. The plan will include a brief narrative, calendar of important dates and simple budgets to support the narrative. At all times, the mission of the Darien Nature Center will be in mind.

General

- Work collaboratively with administrative staff, teachers and volunteers to promote open communication, shared problem-solving and team efforts.
- Familiarity with database programs preferred, especially Blackbaud Raiser's Edge.
- Fluency with Wordpress required.
- Attend one to three board meetings a year to present to the board on a timely subject to be determined with the ED.
- Attend 3 to 5 full staff meetings per year.
- Staff DNC fund raising and community events and provide support in advance of event as needed.
- General office duties as they arise.

This is a part time, exempt position - 30 hours per week - with hours between 9:00 and 5:00. The hours can be flexible based on the school year. Competitive salary with great working environment. No health benefits provided. Please send resume with a brief cover note to Leila Wetmore, Executive Director, leila@dariennaturecenter.

Updated 4/12/17