



MEMBERSHIP SPECIALIST

Don't miss this opportunity to become an activist and start your environmental conservation career!

Turtle Island Restoration Network (TIRN) is seeking a full-time Membership Specialist to join our fast-paced, innovative environmental organization and be a key part of our ocean and watershed conservation efforts. **If you are passionate about ocean and watershed conservation, self-motivated, and eager to help us save the world, then we want to hear from you!**

TIRN is an award-winning ocean conservation nonprofit organization with offices in California and Texas. For 35 years, TIRN has led the grassroots fight against extinction locally, nationally and internationally. We take on the big problems of the world's oceans and watersheds — industrial fishing, climate change, pollution, and habitat loss — with a can-do attitude and highly motivated, passionate individuals.

Learn more about our work at www.seaturtles.org.

Position Summary Under the direction of the Ocean Program Director, this position will ensure the timely and accurate entry of all information into TIRN's membership databases, maintain confidentiality, integrity and security of membership information through proper maintenance procedures, serve as general office manager, help document donor requests and information for various campaign appeals, and participate in TIRN's conservation and education programs.

RESPONSIBILITIES

- Enter all gifts and grants into Every Action with accurate information on donor intent, gift coding, purpose, donor emails etc.
- Serve as the lead for data entry and database updates, ensuring that all information is entered according to protocol, updated, and accurate
- Produce deposit/batch donor reports and make bank deposits
- Maintain copies of all gift and grant records in accordance with audit procedures and protocol
- Create and mail thank you letters, tax receipts and other donor communications
- Assist with responding to general inquiries by phone and email
- Fulfill merchandise and adoption program sales and grow our online store
- Contact monthly donors as needed to ensure up to date payment information
- Order office supplies, retrieve mail from post office boxes, help maintain office equipment
- Maintain, renew and apply for state charitable registrations
- Participate in conservation and education events as needed
- Other duties and special projects as assigned by supervisor and/or TIRN management

QUALIFICATIONS, SKILLS, AND ABILITIES

Required Skills/Experience

- 1-2 years of data or gift entry and database experience
- Exceptional attention to detail and accuracy
- Positive attitude and passion for ocean and watershed conservation
- Ability to juggle multiple projects simultaneously
- Strong skills with Microsoft Office Suite and Google Docs
- Superior organization skills
- Ability to work as a team and individually

Preferred Skills/Experience

- Bachelor's degree preferred
- Customer relationship management database (e.g., Every Action, Salesforce,) and cloud platform (e.g., Dropbox, Google Drive) experience
- Comfortable working with Mac computers
- Comfortable working with remote colleagues through virtual tools
- Enjoy developing strong relationships with community and partners
- Strong problem solving and time management skills

TERMS

Salary: Salary commensurate with experience and comparable to other similar-sized nonprofit organizations.

Benefits: This is a full-time, non-exempt position. We offer a competitive benefits package including health, dental, vision and life insurance, a 403(b)-retirement plan that allows pre-tax employee contributions, and starting with two weeks of vacation, 9 paid holidays, 10 sick days, and 4 floating holidays per year.

Location: This position will be based in our office in Galveston, TX.

Hours: 40 hours per week, Monday through Friday. This position may require occasional work on weekends and evenings.

HOW TO APPLY

Please submit your cover letter and resume in PDF format to Jess Holland at jholland@tirn.net. Use the subject line: "Membership Specialist" followed by your name.

Applications are reviewed and filled on a rolling basis.

TIRN is an equal-opportunity employer. Black, Indigenous, and People of Color (BIPOC), women, and members of the LGBTQIA+ communities are highly encouraged to apply. Thanks for your interest and we look forward to meeting you!