

## Mississippi Wildlife Federation Development and Outreach Coordinator

1. Membership
  - a. Maintain membership database
    - i. Coordinate implementation of a new membership database
    - ii. Work with MWF staff to update and maintain contact and giving information for individual, affiliate, and corporate members
    - iii. Report to MWF staff and board on key membership metrics, such as giving history, annual and monthly donation reports, donor retention, membership growth, giving capacity, etc. as requested
  - b. Maintain solicitation and stewardship plans
    - i. Coordinate with MWF staff to develop and maintain solicitation and stewardship plans for membership, sponsors, donors, and partners in the membership database
    - ii. Develop and maintain membership correspondence, including renewals, thank you letters, and program/project updates
    - iii. Work with MWF staff to implement solicitation and stewardship plans for sponsors, donors, and partners, including coordinating special events, scheduling donor and partner meetings, and maintaining correspondence
  - c. Grow individual, affiliate, and corporate membership
    - i. Collaborate with MWF staff and board to develop suspect lists for affiliate and corporate membership
    - ii. Work with affiliates to promote and partner on affiliate and MWF events and programs
    - iii. Develop and maintain strategy for stewardship of lapsed donors
    - iv. Work with MWF staff to solicit ads and corporate sponsorships for events
    - v. Work with MMF Executive Director to solicit corporate partners and private donors for program support
2. Hunter's Harvest
  - a. Steward processors throughout the hunting season to check on progress, pounds donated, material needs, etc.
  - b. Maintain records of transactions, correspondence, and progress
  - c. Report on the program to MWF staff and board as requested
  - d. Work with MWF Executive Director to cultivate new partners and supporters
  - e. Organize Hunter's Harvest Booth at Extravaganza
    - i. Layout and design of booth space
    - ii. Promotional materials
3. Camo Coalition
  - a. Coordinate with MWF Executive Director for updates on proposed legislation
  - b. Maintain the Camo Coalition WordPress webpage
  - c. Develop and maintain action alerts in MailChimp for distribution to Camo Coalition members as needed

4. Outreach

- a. Develop and maintain annual marketing/campaign calendars for events and outreach
- b. Maintain the MWF WordPress website, to include writing blog articles
- c. Maintain social media sites, including Facebook , Instagram, and Twitter
- d. Maintain the e-newsletter *MWF Connections* in MailChimp for distribution to membership on a monthly basis
- e. Use MS Office and Adobe Creative Suite applications to design and develop promotional items and publications for various programs and membership giving levels

5. General Organization Support

- a. Assist with office administrative tasks (answering phones, filing, mailings, ordering supplies, cleaning, etc.)
- b. Assist with event coordination, including some medium to heavy physical exertion
- c. Perform any other job-related duties requested by MWF Executive Director