



**HURRICANE ISLAND  
OUTWARD BOUND SCHOOL**

*Position: Database &  
Communications Coordinator*

*Location: Camden, Maine*

*Reports To: Development  
Director*

*FLSA: Non-Exempt*

*Date Updated: April 2021*

## **JOB DESCRIPTION**

### **Summary**

The Hurricane Island Outward Bound School (HIOBS) is a non-profit educational organization and an independent member of the federated Outward Bound (OBUSA) national network. Our educational approach is rooted in the challenging and supportive environment of the outdoors and grounded in the science of learning development. The skills students learn on course help them demonstrate long-term outcomes that include self-actualization, social responsibility, and leadership. Our vision is a more resilient and compassionate world, with more resilient and compassionate citizens.

The Database & Communications Coordinator (DCC) is responsible for all development related data management, including accurate record keeping, quarterly reporting, gift entry & acknowledgment, prospect research, and mail and digital appeal coordination. The DCC is also helps set and implement our social media engagement strategy for alumni and supporters. Finally, the DCC supports scheduling, outreach, and communication for HIOBS Board & Council and all development events.

If you have strong analytical and communication skills, experience with managing donor databases, and a passion for experiential education—this role could be an excellent fit. Strong customer service skills, and the ability to lead projects independently as well as work in collaborative teams are a must. Social media experience and knowledge/experience in working with alumni engagement programs are a huge plus. This is a great role for a self-starter who is passionate about student impact and the outdoors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Process donations and payments in the donor database daily and maintain gift acknowledgement, processing, reporting and filing system. Generate all acknowledgement letters, gift receipts, and pledge reminder notices. Update, as needed, all acknowledgement templates and processes in Salesforce.
- Support direct mail & digital appeals, including the generation of mailing lists & coordinating social media outreach campaigns.
- Provide Development team with accurate, timely data to inform and structure various types of campaign efforts. Includes creating and implementing prospect research systems to support qualification and cultivation efforts.
- Support communications and outreach to a range of audiences, including alumni, board, and members/donors. Includes social & digital media, communications from ED to BOD and others, and other communications.
- Assist in the submission of grant application materials.
- Support events including invitationals, Annual General Meeting, etc.
- Support DD in management of Development Committee & HIOBS Council, schedule and attend meetings, take and circulate minutes and action memos.
- Assist the DD with reporting (monthly, quarterly, annually) on various KPIs for the Annual Fundraising performance.
- Maintain and order office supplies.

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*In addition to the above responsibilities, the position may be also required to do other duties as assigned.*

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#### **KNOWLEDGE AND SKILLS**

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- Successful applicant will be both detail-oriented and a systems-level thinker who enjoys research as well as outreach.
  - Must have demonstrated communication skills especially in writing and proofing as well as verbal and have a creative approach to social media communications.
  - Must enjoy working in a collaborative environment and the have ability to work independently.
  - Applicant must possess excellent computer skills including fluency in MS Office Suite, Salesforce (or similar database), Constant Contact (or similar email client) & social media platforms. Experience with graphic design software a large plus.
  - Ability to effectively support and/lead a variety of projects with varied deadlines.
  - Commitment to Donor Bill of Rights and confidentiality.
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#### **EDUCATION AND WORK EXPERIENCE**

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- Bachelor's Degree in related field (preferred);
  - 2-3 years administrative, database, and/or development experience;
  - Proven communication, copywriting, and editorial skills as well as experience generating social media content.
  - Proven experience with database coordination and Excel.
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**Location** Position requires some regular hours on site at the Camden, ME administrative office. After an initial orientation period, a partially remote work schedule may be considered. Events and board meetings will require some evening and weekend hours.

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**Compensation** This is a full-time, 40 hr./week position with excellent benefits. Benefits include health, dental, short and long-term disability, life insurance, 401(k), wellness benefit, and outdoor industry perks. Starting wage commensurate with experience and skill-level: \$17-\$20/hr.

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**Equal Employment Opportunity** HIOBS is an equal opportunity employer and works to include diversity amongst its staff. HIOBS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants, without regard to sex, gender identity, race, color, religion, national origin, ancestry, age, marital status, mental or physical ability, sexual orientation, genetic information, veteran status, or any other classification protected by federal, state, or local law. Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

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**Application Instructions** Please forward a resume & cover letter to [development@hiobs.org](mailto:development@hiobs.org) Applications received before April 23<sup>rd</sup> will be given priority.

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