



Development and Administrative Coordinator 2026

About The Ridges Sanctuary

As a leading voice for conservation action, the mission of The Ridges Sanctuary is to promote positive environmental behaviors through impactful educational experiences, land protection and management, and ecological research. The Ridges was established in 1937 after Albert Fuller, then Curator of Botany at the Milwaukee Public Museum, began spending a significant amount of time surveying the landscape. Fuller spearheaded a grassroots movement to protect this incredibly diverse property and establish Wisconsin's oldest member-based land trust. This grassroots movement still drives the organization today. The Ridges Sanctuary now protects 1,700+ acres of the Midwest's most biologically diverse ecosystems and serves as a leading voice for conservation action in the region. Our campus features 5 miles of rustic trails, rare wildflowers, historic Range Lights, indoor exhibits, and an accessible boardwalk among more.

Joining our team means becoming part of an organization committed to creativity, teamwork, and excellence. Our goal is to foster a supportive and inclusive work culture where every team member can thrive and contribute to our ongoing success.

Position Summary

The development and administrative coordinator is a detail-oriented, highly organized professional who provides the administrative and operational backbone for The Ridges Sanctuary's fundraising campaign while also strengthening general administrative capacity across the organization. This role is central to keeping donor data accurate, campaign logistics on track, and board and volunteer leadership well-supported — during the campaign and beyond. The ideal candidate thrives on precision and follow-through, is comfortable managing multiple projects, and understands that strong systems and timely communication are what make successful campaigns — and well-run nonprofits — possible.

During the active capital campaign, this role is expected to dedicate approximately 20-25% of time to campaign-related administrative and operations work. Outside of concentrated campaign activities the role provides broader administrative support to The Ridges' staff, board, and operations.

This position is hired by and reports to the Executive Director.

Duties & Responsibilities

Data Management and Reporting

- Maintain accurate donor, stakeholder, and program-related records within database systems
- Process gifts and pledges, including data entry and generation of related donor correspondence
- Produce gift, pledge, and program data reports for leadership, staff, and the board
- Troubleshoot and manage ongoing maintenance within database systems
- Support the reconciliation of fundraising data with accounting records
- Support and maintain other organizational data platforms, including event registration systems

Donor, Prospect & Stakeholder Support

- Maintain and support prospect portfolios for staff and volunteer solicitors
- Track outreach, meetings, calls, and cultivation activity with donors, partners, and the community
- Prepare materials for donor, partner, and community interactions
- Track campaign ask amounts and outcomes
- Support ongoing relationship management and stewardship efforts

Campaign & Board Reporting

- Maintain data supporting campaign dashboards and progress reports
- Prepare reports and materials for the board, campaign cabinet, and leadership team
- Track naming opportunities and associated documentation
- Maintain pledge agreements, gift documentation, and related legal records
- Maintain confidential campaign reporting and records

Donor Stewardship & Acknowledgment

- Draft, produce, and distribute gift acknowledgment letters and related donor communications
- Track recognition opportunities, including naming and donor wall placements
- Support planning and execution of donor recognition events
- Maintain campaign honor rolls
- Support ongoing stewardship touchpoints and follow-up communications

Scheduling, Events & Office Operations

- Prepare for and support board and board subcommittee meetings, including scheduling, materials, logistics, and minutes
- Manage calendars for campaign staff and volunteers
- Coordinate internal fundraising strategy meetings
- Coordinate event invitations, RSVPs, guest lists, and seating for cultivation and stewardship events
- Track event attendance and manage follow-up communications
- Coordinate event logistics and vendors
- Support general office functions, including ordering supplies and other day-to-day operational needs

Candidate Profile & Qualifications

- Exceptional attention to detail and accuracy, particularly with data entry and donor records
- Strong organizational skills with the ability to manage multiple concurrent projects and deadlines
- Experience with donor/CRM database systems; comfort learning and maintaining multiple software platforms (e.g., registration systems, Bloomerang, Zapier, etc)
- Excellent written communication skills, with the ability to draft warm, accurate donor correspondence
- Experience coordinating meetings, committees, or volunteer groups
- Discretion and sound judgment in handling confidential donor and organizational information
- Event coordination or logistics experience preferred
- Familiarity with fundraising, donor engagement, or capital campaign practices preferred
- Passion for or interest in conservation, land stewardship, or environmental education a plus

All candidates must pass a criminal background check prior to employment.

Compensation and Benefits

This is a full-time, year-round position with a starting salary range of \$42,000-52,000 commensurate with experience and qualifications. Benefits include health reimbursement plan, paid time off, 6% retirement distribution after one year of employment, and professional development. Additional benefits and details will be discussed during the interview process.

To Apply

Submit a cover letter and resume to Executive Director, Katie Krouse via email at katie@ridgessanctuary.org with the subject line, Development Coordinator Application. We will be accepting applications until 5pm on Monday, August 31st, and will be scheduling interviews on a rolling basis.

The Ridges Sanctuary is an equal opportunity employer and considers applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally-protected status.