



Job Announcement: Development Associate

SUMMARY OF POSITION

The Development Associate is a full-time salaried position that provides vital support for our fund development team in communicating the important link between donor and community support and being able to protect the places we love. A successful candidate will anticipate the needs of our executive team; think critically and offer solutions to problems with a high level of professionalism and confidentiality, work behind the scenes to foster meaningful relationships with donors, provide accurate, timely, and personalized recognition for gifts; and help create experiences that bring more people into relationship with the Land Trust. The Development Associate serves as the receptionist at the Land Trust office and greets visitors, callers, donors, and partners with a service-oriented mindset.

POSITION RESPONSIBILITIES

Fund Development (40%)

- Major Gifts and Moves Management Support. Work closely with the Executive Director and Development Director to implement Moves Management for campaign and annual support through regular tracking of interactions with donors and prospects, and scheduling future touches based on call reports and other information provided by staff and board members. Assist in providing background research, reports, and maintaining information on donors within portfolios. Develop targeted communications to provide major donors with regular updates.
- Donor Stewardship. Serve as an integral part of the fund development team in the stewardship of major donors. Assist the Development Director with the stewardship of donors giving over \$5,000, and work with the Annual Fund team to identify and implement moves management strategies for major donor prospects.
- New Donor and Major Donor Initiatives. Work with the Development Director to develop events and support campaigns to cultivate major donors and new donors, in the philosophical support for the Land Trust.

Campaign Research Support (20%)

- Maintain accurate contact information for major donors, including updating information gained from research, prospecting, reviews of obituaries, marriages, etc.
- Enter notes related to donor interactions and slate follow up interactions into the donor stewardship calendar.
- Work with Finance & Operations Manager to reconcile campaign tracking and maintain monthly status reports.
- Run reports to track, plan, or implement mailings, events, projects, etc.

Special Mailings and Projects (20%) – Serve as project manager for special event invitations, targeted mailings for planned giving cultivation and solicitations, and other campaign or major gift mailings.

- Work with Development Director on content and form, and work with the Annual Fund team to incorporate into the organizational mailing and content calendar.
- Manage the logistics of printing, coordinating design work, and other deadlines associated with special mailings.

Event Planning (10%) – Serve as project manager for planning major donor events and major donor engagement for community level events, including:

- Work with Development Director on content and form, and work with the Annual Fund team to incorporate into the organizational calendar.
- Coordinate and assist with planning logistics, day of execution, managing volunteers, etc.
- Work with Development Director to coordinate pre-event major donor outreach and follow up strategies.
- Manage event budget and expense tracking.

Organizational Mailings (10%) - Support annual fund staff mailings and add value to customize for major donors and other donor segmentation.

Other fund development duties as requested. This position works closely with the Executive Director and Development Director, reporting to the Development Director.

QUALIFICATIONS

Education: University degree in related field or a combination of post-secondary education with demonstrated, comparable experience.

Prior Experience: Prior experience in fund development and/or with a non-profit organization preferred, but not required.

Skills & Abilities:

- Tech-savvy, with proficiency in Microsoft Office and/or Google G Suite Business Solutions.
- Proficiency in constituent relationship management database is a requisite for the position. Experience with Bloomerang and Donor Search is highly desirable; however, on-the-job training in Bloomerang is available.
- Exceptional organizational skills and impeccable attention to detail.
- Ability to maintain a high level of integrity and discretion in handling confidential information.
- Ability to be highly self-motivated, set priorities, manage time and diverse activities, remain flexible under pressure, and manage multiple projects/deadlines efficiently in a fast-paced environment.
- Excellent oral and written communication and problem-solving skills.
- Excellent judgment and calm demeanor under pressure.
- Demonstrated ability to work individually and as part of a team.
- Willingness and ability to address conflict in a constructive manner.

COMPENSATION

Starting salary \$42,000-\$45,000 DOE with generous benefits package, including 3 weeks paid vacation, 401k retirement plan with 3% employer match, 100% employer paid health and dental insurance, and option to work a 4-day work week.

STATUS

This is a full-time salaried position based in Hailey, ID. Some after-hours and weekend work activities will be required.

To apply, please submit a resume, cover letter, and 3 references to:

Brandee Smith, Finance & Operations Manager

brandee@woodriverlandtrust.org