



## Job Announcement: Executive Assistant

Full-time, salaried with benefits.

Wood River Land Trust is a local conservation non-profit working to protect and sustain the treasured landscapes and life-giving waters of the Wood River Valley and to inspire love for this special place for generations to come. Based in Hailey, ID, our staff of 9 serves the Wood River Valley and surrounding areas. We work in partnership with municipalities and other community organizations to protect and manage open spaces that provide places where wildlife can flourish and people can connect to nature and each other.

### SUMMARY OF POSITION

The Executive Assistant supports 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; provide administrative support to our executive team to foster meaningful relationships with donors and community supporters; provide accurate, timely, and personalized recognition for gifts; and help create experiences that bring more people into relationship with the Land Trust.

### 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.
- Donor Stewardship. Serve as an integral part of the fund development team in the stewardship of all donors. Assist the Annual Fund Manager in stewardship of gifts under \$5,000 and the Development Director for major gifts over \$5,000.
- New Donor and Member Initiatives. Work with Annual Fund Manager to develop member/community level events and campaigns to encourage new donors, retained membership, monthly giving, and philosophical support for the Land Trust.
- Marketing/Outreach/Communications. Assist with outreach materials, distribution and activities in coordination with the Annual Fund Manager, including social media, newsletter, and website.

*Database Management/Reporting (30%)* – The person in this position will be the primary responsible party for managing and maintaining the Land Trust’s donor database, including:

- Process all gifts; generate timely, relevant, and compelling gift acknowledgements; and maintain proper documentation and files for all gifts.
- Maintain accurate contact information for 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.
- Run reports to track, plan, or implement mailings, events, projects, etc.

*Event Planning and Assistance (15%)* – Plan and assist with special donor events and community engagement events, including assist with logistics, day of execution, addressing volunteer needs, flyer distribution, outreach, follow up, etc.

*Organizational Mailings (15%)* – Support fund development staff in production of direct mailings by providing customized mailing lists, drafting letters and using mail merge, and coordinating production with other staff and/or volunteers.

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.
- Proficiency in constituent relationship management database is a requisite for the position. The Land Trust uses Bloomerang for its donor database. Experience with Bloomerang 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 \$40,500 - \$44,000 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 flexible schedule.

## 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:

Amy Trujillo, Deputy Director

[atrujillo@woodriverlandtrust.org](mailto:atrujillo@woodriverlandtrust.org)