

NORTH OLYMPIC Land Trust



Farms • Fish • Forests

Development Associate

Founded in 1990, North Olympic Land Trust is a nonprofit conserving the natural areas and working lands that define and sustain the communities of the North Olympic Peninsula. The Land Trust is dedicated to the conservation of open spaces, local food, local resources, healthy watersheds and recreational opportunities. We strive to conserve the farms, fish and forests that improve our community's quality of life.

Position Summary

Based in Port Angeles, Washington, the Development Associate is a permanent half-time non-exempt position that takes a lead role in implementing the Land Trust's fundraising activities. This position has a particular focus on coordinating efforts that build relationships with current and potential major donors.

The Development Associate reports to the Executive Director and works closely with the Development Committee. The position requires a highly organized, self-motivated, and detail-oriented individual eager to contribute and excel in a dynamic work environment.

Principal Duties and Responsibilities

- Support the Executive Director, Board of Directors and Development Committee by coordinating the Land Trust's major donor outreach for annual, capital and planned giving efforts,
- Oversee mass fundraising efforts (appeal letters, community-wide giving days) with support from the Community Engagement Specialist and Administrative Assistant,
- Act as lead staff for current or potential fundraising events (e.g. Conservation Breakfast and Harvest Dinner) in conjunction with and staffing the events' planning committees,
- Assist the Executive Director with fundraising from private foundations,
- Lead the Land Trust's business giving efforts,
- Create accurate fundraising reports for management, the Development Committee, and Board of Directors,
- Provide staff support to the Land Trust Development Committee, and
- Collaborate with the Administrative Assistant to maintain our Salesforce database and paper records of contributors and grants.

Qualifications

- Passion for the mission of North Olympic Land Trust and the art of authentic relationship-based fundraising,
- A minimum of a Bachelor's Degree in a related field,
- Over 1 year of experience in donor development and community relationship-building, public relations, marketing, or a related field,
- Demonstrated skills in effectively planning, organizing, and implementing community programs and events,
- Strong communication skills and ability to engage diplomatically, compellingly, and effectively while representing the Land Trust,
- Proficiency with computer operations in a Windows environment and Microsoft Office, and experience with using fundraising database software (preferably Salesforce),
- Ability and willingness to occasionally work non-standard hours for Land Trust events, including evenings and weekends,
- Experience in independently managing multiple tasks and deadlines, and
- Excellent management, public speaking, writing and interpersonal skills.

Physical Work Requirements

The working environment of the development associate is primarily in a professional office setting. However, the development associate is expected to travel to off-site locations in order to attend meetings and other job-related activities. The office duties are often sedentary and require the ability to use a keyboard, complete written documents, operate general office equipment, and be able to lift 15-20 lbs.

Compensation

Commensurate with experience. Benefits include paid holidays, vacation, and sick leave.

How to Apply

Qualified candidates should email their resume and cover letter to opportunities@northolympiclandtrust.org. Please include the words "Development Associate" in the subject line. No faxes or recruiters please.

Open until filled; applicant review will begin on Monday, April 15, 2019.