



**TITLE: Development/Outreach Coordinator**

**REPORTS TO: OUTREACH & OFFICE MANAGER and EXECUTIVE DIRECTOR (ED)**

**EXEMPT/NON-EXEMPT: NON-EXEMPT**

**JOB DESCRIPTION & QUALIFICATIONS**

**Overview:**

The Development/Outreach Coordinator position supports a multi-faceted Development Program, including donor/member cultivation, solicitation and retention, expanding business partnerships, and events. This individual must be outgoing and engaging since this is a position with direct contact with the public. The Development/Outreach Coordinator must be organized and able to work both independently and collaboratively with staff and volunteers.

**Organizational Summary and Salary Range:**

The nature and scale of USVLT's work requires of any staff member that they be both specialist and generalist in their work activities. In various proportions, staff must engage in a suite of activities including development and outreach, administration, land protection and stewardship. Working with USVLT will both demand and give much to the person who has a strong land conservation ethic and drive, and would like to translate their values into an expanded development program.

This position is part time (approximately 20-24 hours per week). It is a non-exempt position, renewable upon mutual agreement and satisfactory performance. Compensation is based on experience and skills. Anticipated Starting Wage of \$18-\$22 per hour, plus holidays and benefits as outlined in the Employee Handbook

### **KEY QUALIFICATIONS/COMPETENCIES:**

- A passion for the natural environment and an ability to articulate USVLT's mission.
- Bachelor's degree and/or relevant experience with interest in marketing, communications, and fundraising.
- Exceptional interpersonal skills including written and oral communication.
- Ability to build relationships with members, donors, prospective donors (individuals and businesses), and solicit major gifts from USVLT members and non-members.
- Technology skills including proficiency using Microsoft Office Suite, social media, and an aptitude to learn Donor Perfect, USVLT's fundraising database software.
- Deadline driven, self-motivated, with a willingness to work occasional evenings and weekends.

### **ESSENTIAL JOB FUNCTIONS:**

- Work under the direction of the Outreach & Office Manager and Executive Director to support the Development goals of the Land Trust, including increased membership, participation in annual fund appeals, identification and outreach to major donor prospects and support of a planned giving program.
- Oversee and pursue opportunities to grow the business partnership program and solicit sponsorships for events.
- Coordinate with staff and volunteers to organize and host USVLT events, fundraisers, presentations, and outings for donors and volunteers.
- Assist with recruitment of volunteers to support USVLT events and programs. Coordinate with Outreach & Office Manager to thank, acknowledge, and reward the service of volunteers.
- Assist with preparation of fundraising and event reports for the Development Committee and Executive Director.
- Support the development focus of USVLT's publications and social media.
- Achieve fluency working with Donor Perfect software.
- Coordinate with Outreach & Office Manager to establish a merchandise program consistent and compatible with USVLT's mission that enhances recognition of our brand and identity of our members, volunteers, supporters, and staff.
- Identify foundations and government organizations that share the USVLT mission and spearhead grant applications from those organizations.

### **ADMINISTRATIVE & OTHER FUNCTIONS**

The USVLT staff is a team, and we all need to assist with certain administrative and outreach items, including but not limited to:

- Occasional weekend work
- Staff support for special events such as USVLT's annual meeting
- Generating periodic mailings of newsletters, etc.
- Monthly Development Committee or Board of Director meetings if requested
- Other tasks as assigned and as mutually agreed to.