



Job Announcement: Development Associate

Full-time (consideration for part-time) and flexible hours, 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 Development Associate 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. We are searching for someone with considerable administrative and organizing skills, who can anticipate the needs of our executive team; think critically and offer solutions to problems with a high level of professionalism and confidentiality, who also has the strong desire to 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.

POSITION RESPONSIBILITIES

Fund Development (60%)

- 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 major donors. Assist in stewardship of gifts under \$5,000 for moves management and the Development Director for major gifts over \$5,000.
- 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.

- Run reports to track, plan, or implement mailings, events, projects, etc.
- **Event Planning and Assistance (10%)** - Plan and assist with special donor events and community engagement events, including assisting with logistics, day of execution, addressing volunteer needs, flyer distribution, outreach, follow up, etc.

Organizational Mailings (10%) - Support annual fund staff mailings and add value to customize for major donors. Work directly on mailings specific for major donors such as special campaigns for Land Acquisitions and projects or planned giving

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 \$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