



# SOUTH KINGSTOWN LAND TRUST

*Open Space Makes All the Difference*

**Position:** Development and Outreach Coordinator

**Reports to:** Executive Director

**Classification:** Part-Time, Exempt 30 hours

**Location:** South Kingstown, Rhode Island

**Date:** January 7, 2021 open until position filled

**Position Overview:**

The South Kingstown Land Trust seeks a part-time Development and Outreach Coordinator to provide critical support for all elements of SKLT's fundraising and outreach initiatives. Enthusiasm, a sense of humor, the desire to collaborate, and a passion for the mission are essential.

This position requires strong communication skills, the ability to work in tandem with the executive director, and cooperatively with SKLT staff members, bookkeeper, volunteers, and board members. This part-time position is ideal for someone who is ready to deepen their fundraising and communication skills or for someone who is more experienced and interested in using their skills to engage new audiences and support existing fundraising efforts. This role requires exceptional communication skills, attention to detail, the ability to work quickly, and the professional flexibility required by a growing non-profit.

The South Kingstown Land Trust (SKLT) is a nationally accredited 501 (c)(3) non-profit private conservation organization dedicated to conserving the natural resources and sense of place of South Kingstown, RI through the preservation and stewardship of open space. SKLT currently protects over 2,900 acres of land, comprising over 170 properties (in fee and conservation easements) including farms, forestlands, groundwater aquifers and recharge areas, scenic viewsheds and two historic properties with structures.

SKLT has a dedicated volunteer board of directors and a professional staff, including a full-time executive director and a four-person part-time staff dedicated to the duties of land stewardship, land protection, development, and outreach.

**Primary responsibilities:**

- Assist the Executive Director in creation and execution of SKLT's annual fundraising plan for individuals, foundations, and corporations
- Manage the membership program and donor database (Little Green Light) including gift entry, acknowledgements, renewals, cultivation, stewardship, and reports
- Work with bookkeeper for consistent record keeping
- Generate and manage member communications and social media presence: quarterly newsletter, MailChimp, Facebook and Instagram postings, website updates
- Generate and manage press communications
- Work with other staff members to plan and implement interesting and meaningful programs, events and opportunities for members and donors.
- Solicit and incorporate volunteer support for events
- Manage event and program RSVPs
- Solicit and engage corporate sponsors and in-kind donations

**Desired Qualifications:**

- Passion for SKLT mission
- Terrific organizational skills, thoroughness, and keen attention to detail
- The ability to articulate clearly and grammatically correct in written and oral formats
- Excellent project management skills
- Demonstrated ability to be creative, take initiative, and be strategic to prioritize workload, meet tight deadlines, and achieve goals
- Ability to work effectively with either specific instructions or little supervision
- Ability to ask questions
- Demonstrated reliability, with ability to work as a part of a team as well as independently
- Ability to flexibly perform in an office setting with a small staff
- Demonstrated proficiency with a Donor Management System, LGL preferred
- Demonstrated proficiency with QuickBooks, credit card, and ACH payments
- Demonstrated proficiency with social media platforms including WordPress, MailChimp, etc.
- Experience in fundraising and development
- Ability to set-up, execute, and clean up after events and programs
- Familiarity with protocols in handling confidential information
- Ability to serve as an ambassador for SKLT locally and regionally
- Ability to accompany donors on trails of moderate difficulty
- Ability to work in a collaborative and collegial manner with a wide range of people
- Positive attitude, strong work ethic and sense of humor
- Minimum B.A. or comparable degree required, 5 years office experience

**Physical Work Requirements:**

The working environment is primarily in a professional office setting; however, you will be expected to travel to off-site locations in order to attend meetings, stage, host and clean-up events 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. Possess valid driver's license and regular access to a vehicle. Some evening and weekend work for programs and events will be required.

The above is critical to the general nature and level of the work to be performed. They are not an exhaustive list of all responsibilities, duties and skills required.

**Benefits:**

- Salary experience dependent
- This is an exempt position
- Flexible Scheduling
- Paid time off (PTO) and holidays

**Please send resume and cover letter to:**

**sslovejoy@gmail.com with the subject "Development/Outreach Coordinator Application"**

**Applications accepted until February 15, 2021 or until filled.**

**Please, no phone calls. SKLT is an equal opportunity employer**