



THE DEVELOPMENT/OUTREACH ASSOCIATE

Job Responsibilities Part-time

Coordinates Development/Outreach for Flanders Nature Center & Land Trust... a regional land conservation and environmental education organization.

Specific responsibilities:

Development

1. Manage Annual Appeals and Solicitations:
 - a. Give Local (social media, May), Year End appeal, and Membership Campaigns
 - b. Manage Corporate Sponsorship solicitations
 - c. Draft fundraising and solicitation materials for distribution. Manage donor recognition
 - d. Oversee preparation of monthly membership renewals.
 - e. Solicit new memberships from program participants and volunteers.
 - f. Extract donor lists and information from donor software for use by ED, Board members and others for solicitation.
2. Manage 2-3 major fundraising events annually:
 - a. Flanders Field & Forest 5K
 - b. Farm to Table Auction & Dinner
 - c. Recruit and manage volunteers for events and for communication materials.
3. Assist with preparation of grant requests:
 - a. Develop list of potential grants with guidelines and timelines
 - b. Prepare all standard information required by grantors
 - c. Gather all necessary information
 - d. Complete grant application.

Outreach & Communication

1. Produce donor cultivation and solicitation communications including compiling, editing and distributing: "The Buzz," Annual Report, Legacy brochures.
2. Familiarity with on-line graphic tools (Canva, Animoto, Constant Contact)
3. Familiarity and comfort with online technology including database management (e-tapestry), websites, social media, online marketing and communications distribution.
4. Nurture Development culture of the Board.