



LEGACY LAND CONSERVANCY

JOB ANNOUNCEMENT: Constituent Relations Assistant

Part Time

Legacy Land Conservancy seeks an enthusiastic and organized Constituent Relations Assistant to serve as a member of the Development team. Responsibilities for this engaging opportunity include assisting in the coordination and management of logistics for events such as biennial fundraisers, private donor cultivations, and unique public outings, as well as providing general administrative support for the department.

Overview: The Constituent Relations Assistant, under the supervision of the Development Director—and working closely with team members in Operations, Office Systems, and Communications & Engagement—assists with activities intended to acquire and deepen relationships with community members who value the benefits of permanent land protection. This position supports fundraising and engagement processes with skills in event management, small and large special mailings, record-keeping, and executive scheduling, among others.

Reports to: Development Director. Close interaction with Operations Manager, Communications & Engagement Coordinator, and Office Systems Associate.

Hours of Work: 20 hours—4 hours/day, 5 days/week. Can accommodate a morning, mid-day, or afternoon block.

Responsibilities:

Serves Legacy Land Conservancy through duties that include, but are not limited to supporting the fundraising process by organizing donor stewardship and retention initiatives, coordinating event logistics, participating in gift processing, and maintaining an accurate and current donor database, as well as other administrative duties required to meet organizational revenue goals. Additional responsibilities include serving as first point of contact via the management of incoming phone calls.

Duties:

Assist with constituent relations research, solicitation, and stewardship activities by

- Assisting in maintaining current and accurate information in database for foundation, corporation and individual donor files.
- As directed, conducting preliminary research on prospective corporate, foundation, and individual donors.
- Continually update and correct database records; researching donor data, including addresses; contacting donors to verify information
- Arranging donor visits for Executive Director and Development Director
- Preparing proposal packets for use by Executive Director and Development Director on donor visits or for mailed personal solicitations

- Assisting with bulk and individual donor mailings including but not limited to donation acknowledgements, gift renewal requests and direct mail and annual campaigns
- Performing aspects of the donation-receipt process by:
 - Opening organizational mail
 - Entering gift and donor information into receipts log
 - Verifying accuracy of acknowledgement letters and mailing them
- Coordinating and distributing list of donors for appreciation (thank you cards and special projects) and other high-touch stewardship initiatives
- Handling all administrative details associated with the Development Committee meetings (e.g. prepare and distribute notices, agendas, minutes, etc.)
- Performing other duties as assigned by the Director of Development

Coordinate event logistics by

- Supporting all preparations for pre- and post-event correspondence, including engagement and follow-up with attendees, donors, volunteers, and committee members
- Assisting in the organization and distribution of Save the Date and invitation mailings
- Coordinating catering
- Managing vendor relationships
- Maintaining detailed information about event attendees, sponsors, volunteers and in-kind donors
- Inventorying, ordering and preparing event supplies and materials.
- Confirming all necessary event information with guests including payment, attendance, and/or special needs
- Coordinating on-site event preparations
- Assisting in the analysis of event-related information
- Distributing follow-up list to relevant team members

Answer main phone line and direct incoming calls to appropriate party.

Skills and Requirements:

- Bachelors degree and/or 2-3 years relevant experience
- Donor-centered priorities presented with a friendly and welcoming positive demeanor
- Strong written and oral communication skills
- Strong organizational planning skills
- Energetic, flexible, collaborative and proactive performance style; ability to work well independently and in a team setting
- Ability to manage multiple priorities and work under tight timeframes and communicate comfortably in a professional setting
- Excellent judgment; ability to maintain strict confidentiality and handle occasional Board-level projects
- Must work with a high degree of accuracy and attention to detail in a fast-paced, changing environment with numerous deadlines
- Knowledge of Microsoft Office suite required
- Experience with, or ability to master, Google Apps and Salesforce platform

Other Requirements:

- Valid Michigan driver's license and reliable transportation
- Have or develop a passion for Legacy's work, with a genuine commitment to the fulfillment of the Conservancy's mission
- A sense of humor

Compensation

\$15/hr. 10 paid holidays. 24 hours per year Personal Time off (for illness, family business, etc.). 60 hours vacation in first year, increasing incrementally to 120 hours after five years. Up to \$500 per year available for professional development opportunities, subject to approval.

Legacy Land Conservancy

Legacy Land Conservancy is a nonprofit conservation organization that protects the forests, prairies, wetlands, farmland, and rivers in southern Michigan, focusing on Washtenaw and Jackson counties. Since its founding in 1971, Legacy has protected nearly 8,000 acres of land, including six nature preserves that are open for all to enjoy. Legacy is accredited by the Land Trust Accreditation Commission for adhering to a set of standards designed to ensure Legacy's work will endure forever. For more information, visit www.legacylandconservancy.org.

To apply

Respond with résumé, cover letter, and salary requirements by September 9 to:

Operations Manager
Legacy Land Conservancy
1100 N. Main St. #203
Ann Arbor, MI 48104

or

admin@legacylandconservancy.org
(email subject line: Constituent Relations Assistant)