



LEGACY LAND CONSERVANCY

JOB ANNOUNCEMENT: Development Associate

Overview: Legacy Land Conservancy, a fifty-year-old land trust, is seeking a part-time Development Associate to join its team of experienced development personnel. This position is responsible for key components of the overall revenue efforts. A strategy-minded, yet detail-oriented and flexible approach are needed to assist the Executive Director and a contracted grant writer to help meet an annual goal of \$1.3 million in revenue. The Development Associate will work in tandem with the Donor Stewardship and Communications Manager to represent the organization to the public, including corporate partners.

Reports To: Executive Director

Hours of Work: Part-time, hourly – 20 hours a week. Hours can vary and will occasionally require some evenings and weekends. Local travel may be required in Washtenaw and Jackson Counties. Legacy embraces a remote work environment and utilizes technology to support this culture.

Responsibilities:

- Work with the Executive Director (ED), Donor Stewardship & Communications Manager (DSCM), and Director of Finance and Operations (DFO) to develop strategies designed to meet the organization's financial goals, over both short (one year) and mid (five year) term
- Coordinate and manage donor cultivation activities and fundraising events
- Develop and manage corporate sponsorship program
- Coordinate with the contracted grant writer on Legacy's annual grant plan, oversee relationship management with foundations and ensure follow up commitments are met as well as foundation reporting
- Lead on all aspects of the 50th Anniversary fundraising campaign; specifically work with the Anniversary Cabinet to execute a gala in June 2021
- Identify and cultivate new donors, engaging the Executive Director, board members, and others as appropriate
- Develop and manage recurring donor program
- Coordinate annual giving functions (print and online) in conjunction with DSCM; including two annual appeals, developing target mailings to prospective donors, focusing on retention and movement of existing donors
- Maintain and cultivate relationships with donors, volunteers, and community partners
- Navigate and use donor database, including input and report production
- Organize and manage project-specific fundraising campaigns
- Assist ED with planned giving program and major donors
- Other tasks as may be assigned from time to time

Job Skills

- Proven track record of managing events.
- Familiarity with all aspects of development work to assist a philanthropy-minded Executive Director.
- Non-profit experience or clear understanding of non-profit organizations. Experience with conservation or environmental organizations a plus but not required. Experience working with boards, committees and volunteers.
- Excellent written and oral communications skills.
- Ability to analyze and synthesize donor and organizational information for use in developing fundraising strategies.
- Strong planning skills. Ability to conceptualize, organize, implement and manage a variety of projects.
- Friendly, outgoing personality with strong interpersonal skills and ability to work independently and remotely while achieving goals.
- Ability to work well in a small team.
- Proficient computer skills in Microsoft Office suite, and experience with donor management systems – Salesforce experience a plus. Ability and passion for tracking and using donor data within a database.

Other Requirements

- Bachelor's degree and 3-5 years fundraising experience.
- Valid Michigan driver's license and reliable transportation.
- Enthusiasm for our mission and love of philanthropy work.
- Flexibility and a sense of humor a must.

The responsibilities listed here are illustrative of the essential functions of the job and do not include nonessential or marginal duties that may be required. Legacy reserves the right to modify or change the duties and essential functions of the job at any time.

Compensation

\$27 an hour, paid holiday, sick and vacation time. Legacy promotes professional development and will encourage and support on-going education.

Legacy Land Conservancy

Legacy Land Conservancy is an accredited land conservancy founded in 1971 to protect the forests, fields, wetlands, and rivers of southern Michigan. Serving Washtenaw and Jackson counties, Legacy's mission is to protect local nature and farmland, today and forever. To date, Legacy has protected properties totaling over 9,500 acres of land, including 7 nature preserves that are open for all to enjoy. More information: www.legacylandconservancy.org.

To apply

Respond with résumé, cover letter, and references to Diana L. Kern

dkern@legacylandconservancy.org, or

mail to:

Legacy Land Conservancy

6276 Jackson Rd., Suite G

Ann Arbor, MI 48103

