



## **Development and Communications Coordinator, Five Rivers Conservation Trust**

### **Job Description**

Founded in 1988, Five Rivers Conservation Trust is the local land trust for the greater capital region of New Hampshire. We are proud of our exemplary record of protecting diverse properties, including active farmland and working forests. Over 34 years, we have conserved more than 5,700 acres across 84 properties. This is a full-time position for an energetic self-starter passionate about our mission and interested to learn all aspects of running a growing nonprofit land trust. Work is based out of our Concord office with some remote work possible. This position reports to the Executive Director.

#### **Key Responsibilities**

##### **Development – 40%**

- Work with Executive Director and Development Committee to implement strategies to achieve fundraising goals, including emphasis on deepening relationships with major donors and developing strategic partnerships.
- Prepare solicitations (print and digital appeal letters) and acknowledgements. Print in-house or manage vendor to outsource their production.
- Manage current donor database (GiftWorks), including process gifts and update donor records. Participate in project to migrate to new database, as needed.
- Generate fundraising reports and improve tracking to evaluate fundraising efforts.
- Provide support to Executive Director and board including conduct prospect research, schedule visits, and other activities to support board fundraising responsibilities.
- Work with volunteer committee to plan events, especially to enlarge and diversify the membership and constituent base to reflect a broader range of individuals. Contribute program ideas, develop budgets, solicit sponsorships, publicize, manage registrations, and staff events.
- Build relationships with supporters.

##### **Communications and Marketing – 30%**

- Get to know the full scope of the organization's work. Translate that knowledge into communications content to cultivate new Five Rivers supporters across our 17-town region.
- Work as staff liaison to talented group of volunteer communications professionals; manage work to take advantage of volunteer capacity where possible.
- Develop compelling content and coordinate other 5RCT staff and volunteers to contribute.
- Manage a portion of 5RCT's electronic communications, including website, social media, and e-newsletters depending on volunteer capacity.
- Manage a portion of 5RCT's print communications, including annual report, outreach materials, and event posters depending on volunteer capacity.
- Conduct special projects to improve the organization's visibility in the community.
- Keep swag materials up to date.
- Actively network with other nonprofit land trust professionals and bring forward ideas.

##### **Finance and Operations – 30%**

- Help to run a streamlined office. Keep physical office organized and well-stocked with supplies. Perform general office tasks such as getting mail. Maintain an organizational calendar of meetings, deadlines, and events. Manage volunteers to assist with routine office jobs.

- Perform limited work in QuickBooks to support monthly bookkeeping.
- Use Sharepoint/Microsoft Teams to improve cloud-based collaboration across staff, board, and committee members. Look for opportunities to go paperless while adhering to organization's recordkeeping policies.
- With direction from the Director of Conservation and/or Executive Director, assist with keeping records of conservation projects. Prepare project files for the annual archiving process. Provide logistical support to the conservation easement monitoring process, including help to coordinate training events for volunteers who annually monitor conserved properties and assist with regular communication to these volunteers and landowners.

### **Qualifications**

- Internship or full-time work experience desired.
- Thrives in an entrepreneurial environment and enjoys a diversity of work. Curious self-starter.
- Versatile and willing to adapt to best support the needs of a lean, growing organization.
- Ability to diagnose problems and identify solutions for greater efficiency and effectiveness.
- Collaborative and energetic work style. Sense of humor.
- Excellent written and verbal communication skills.
- Attention to detail and commitment to excellent quality.
- Organized, able to manage multiple projects and deadlines.
- Strong analytical capabilities, including ability to summarize quantitative and qualitative information to help Executive Director and board make data-driven decisions.
- Proficiency in Microsoft Office required. Experience with social media marketing, website management, or graphic design a plus.
- Exercises excellent judgment and ability to maintain confidentiality of sensitive information.
- Customer service skills, tact, and professionalism.
- General understanding of, and interest in, land conservation work and nonprofit management.
- Valid driver's license, or access to transportation for travel throughout the region.
- Weekend or evening work is required occasionally, as needed for events.

### **How to Apply**

Applications will be reviewed on a rolling basis as they are received. Send resume and cover letter to Liz Short at [liz@5rct.org](mailto:liz@5rct.org) with the phrase "Development and Communications Coordinator" in the subject. While the position is currently designed to be full-time, we would accept compelling applications from qualified candidates who are interested in part-time.

### **Compensation**

Salary range \$42,000 - \$45,000/year depending on experience and qualifications plus health stipend, retirement match, 20 paid days off and 10 paid holidays/year, sick leave, and professional development.

*Five Rivers Conservation Trust provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*