



POSITION DESCRIPTION

Director of Development and Community Engagement

About Weantinoge Heritage Land Trust

Weantinoge Heritage Land Trust (Weantinoge) is the largest land trust in Connecticut and the 18th largest in the United States by the number of lands we conserve. Over our 51-year history, Weantinoge has permanently protected more than 9,700 acres in 17 communities throughout Northwest Connecticut. The organization's protected lands include designated wilderness areas, 15 working farms, streambelts, viewsheds, critical watershed lands, and 12 nature preserves open to the public with 18 miles of hiking trails. Weantinoge was awarded LTA accreditation in 2015 and has five full-time staff. The organization is a recognized leader in Connecticut and actively partners with land trusts in our service area, providing training and technical assistance.

Weantinoge offers competitive compensation, health insurance, a matching Simple IRA savings-plan, paid vacation and sick leave, as well as a collaborative and supportive work environment that encourages and inspires professional growth.

The Opportunity

Working in collaboration with the Executive Director, the Director of Development and Community Engagement manages Weantinoge's fundraising, outreach, and events programs. S/he works closely with the land trust staff, board of directors, its members, partners, key stakeholders, and prospective supporters to build a welcoming, successful, and respected community institution.

Primary Responsibilities

Fundraising (50%):

- Oversee fundraising, donor stewardship, and donor cultivation for operations and special projects including major gifts, special events, and capital campaigns.
- Oversee the organization's donor database, including detailed tracking of membership information and the timely processing of donor contributions.
- Coordinate the donor prospect process through all stages, including cultivation, solicitation, follow-up, data entry, and tracking of new and current prospects.
- Develop and manage timelines for all fundraising events and grants, as well as ensure adherence to deadlines.

- Produce grant reports, track grant expenditures, and oversee the submission of grant applications.
- Oversee the effective execution of fundraising events including site preparations, vendors and contractors, volunteers, insurance, and budgets.
- Utilize Weantinoge's donor database and other technology to track invitations, attendance, RSVPs, and table/seating arrangements for events.
- Oversee donor and volunteer recognition events.

Outreach (20%)

- Help develop and implement an annual communications and outreach plan that broadens awareness of Weantinoge's regional conservation work, programs, priorities, and community impact.
- Take a lead role in the creation of outreach and development materials by drafting messaging statements, providing media content, proofreading, and editing.
- Oversee Weantinoge's social media outreach on Facebook and expand to other social media platforms.
- Design and provide written content for ConstantContact emails and newsletters.
- Coordinate the work of Weantinoge's website consultant to ensure online content is regularly updated, engaging, and recognizes Weantinoge's partners and supporters.
- Oversee media outreach by cultivating, securing, and coordinating coverage and drafting press releases.

Events (20%)

- Organize an annual events program schedule that fosters community engagement and relationship building.
- Develop and manage timelines for events programming, ensuring adherence to deadlines, and overseeing the coordinated work of staff, volunteers, board members, contractors, and others to produce successful, safe, and well-run events.
- Assist with maintaining relationships with partner organizations to further Weantinoge's robust collaborative program.

Finance and Administration (10%)

- Process invoices and deposits for entry into Quickbooks by the land trust's bookkeeper.
- Use Quickbooks to prepare budget-to-actual, profit and loss, and other financial reports for the Executive Director and Board of Directors.
- Perform monthly comparison of donor database and Quickbooks contributions to ensure 100% match in records.
- Assist in maintaining and organizing records for the annual financial audit.
- Other light administrative work as needed.

General Organizational Sustainability

- Work in partnership with colleagues, partner organizations, members, and the community at large to build a welcoming, successful, and respected community institution.
- Maintain familiarity with the organization's governing documents (mission, bylaws, strategic plan, policies, etc.).
- Keep current on all aspects of Land Trust Standards and Practices as they apply to job function.

Minimum Qualifications

- BA/BS degree and at least five years of experience in managing complex fundraising and special events projects.
- Demonstrated success in the development of fundraising programs of at least \$250,000 annually.
- Proven experience producing vibrant messaging statements in writing and visually for social networking, multimedia, other public communications (newsletters, appeal letters, etc.), and grants.
- Proficient with ConstantContact, MailChimp, Canva, and similar outreach and media platforms.
- Strong organizational skills and attention to detail.
- Ability to coordinate multiple projects simultaneously and set and meet deadlines.
- Strong sense of ethics, integrity, discretion, and ability to maintain confidentiality of donor and project information.
- Ability to work some non-standard hours, including evenings and weekends.
- A valid U.S. driver's license.

Preferred Qualifications

- Supervisory experience, including ability to motivate, lead, set objectives, and manage performance.
- Prior land trust experience.
- Experience in partnership development.

The Weantinoge Heritage Land Trust is an Equal Opportunity Employer without regard to race, color, age, sex, sexual orientation, religion, or national origin. Please send cover letter and resume by e-mail to info@weantinoge.org (preferred) or by mail to Catherine Rawson, Executive Director, Weantinoge Heritage Land Trust, P.O. Box 821, Kent, CT 06757.

Resumes accepted until September 9, 2016.

No phone calls please