

Columbia Land Conservancy Development Associate

Position Status: Full time, non-exempt

Schedule: Monday – Friday with some weekend and evening work required

Reports to: President

Expected Starting Salary: \$45,000

About the Columbia Land Conservancy

The Columbia Land Conservancy brings people together to conserve, appreciate, and enjoy land. For nearly 40 years, CLC has collaborated with individuals, communities, and partners to ensure Columbia County is a beautiful, livable, resilient place.

The Columbia Land Conservancy is open to people of all ideas and backgrounds. We value diverse viewpoints and experiences. We strive to build a healthy workplace, provide equitable access to and meaningful connections with the land, and strengthen our community. Our values guiding decision-making include incorporating many voices and perspectives, learning from the past while preparing for the future, and ensuring everyone deserves access to land.

Position Summary

The Development Associate will play a crucial role in supporting the fundraising and donor relations efforts of the Columbia Land Conservancy. The successful candidate will work closely with the President, Donor Relations Manager, the Finance & Operations Team, and CLC's Board to implement and execute fundraising strategies, engage donors, and contribute to the overall growth and sustainability of CLC. This position will also work closely with the Communications & Marketing Team. Key aspects of this role include supporting the President and serving as a liaison to the Board. The ideal candidate will have great organizational and communication skills. This position primarily works in-office with opportunities to support donor events in the field.

Duties and Responsibilities

Executive Support (30%):

- Provides administration, programmatic, and coordination support to the President including but not limited to:
 - Plan, schedule, and coordinate meetings, appointments, conference calls, itineraries, and travel.
 - Assists in the management of the President's schedule and calendar.
 - Assist with materials needed for presentations and meetings.
 - Ensures that proper administrative records are kept and files are maintained in an orderly fashion.
- Provides support to the Vice President of Conservation mainly through the completion of the annual Payment In Lieu of Taxes and tax exemption forms.

Database Management (25%):

- Supports the Donor Relations Manager in maintaining accurate and up-to-date donor records in the organization's donor database (Raiser's Edge).
- Generates reports and lists to assist with fundraising efforts and help keep the team on track to meet fundraising targets.
- Supports the Donor Relations Manager in wealth screening and prospect research.

Board Liaison (20%):

- Provides regular communication to the Board on key accomplishments of staff.
- Coordinates the on-site arrangements for meetings including food and drinks.
- Attend in-person quarterly board meetings (generally 1/2 day on Saturday).
- Assists in the development and posting of Board meeting agendas (via Govenda)
- Draft meeting minutes for all board meetings, including committee meetings.
- Sets up and manages remote/hybrid meetings, serving as the technical support for board members during such meetings.

Donor Relations (15%):

- Responds to inquiries, emails, and calls from supporters. Connect supporters with the appropriate staff and ensure there is follow-up.
- Works with the Donor Relations Manager to ensure all donors are thanked and recognized for their generous support.
- Meet and greet donors at fundraising events and other events as needed. Make each event participant feel appreciated and welcomed.
- Help ensure follow-up after each event.
- As skills grow and time allows, serve as the relationship manager for select donors.

Other tasks (10%):

- Assists in the coordination of all fundraising events (e.g. event set-up and take down, location review, working with vendors).
- Attend and assist with other events as needed.

Qualifications

Qualifications required to excel in this position can come from professional and lived experiences. Below we describe what we believe to be important qualifications for a candidate while remaining open to diverse backgrounds that can lead to these skill sets. Position descriptions are often presented in a way that leaves qualified candidates, particularly women, people of working-class backgrounds, people of color, and LGBTQIA applicants, feeling unwelcome, intimidated, uncomfortable, and/or unqualified to apply. Recognizing that, we strongly encourage anyone who feels passionate about this work and believes they have what it takes to thrive in this role to apply.

Essential Qualifications:

- Strong written and verbal communication skills.
- Outstanding organizational skills with the ability to manage multiple calendars.
- Eagerness to learn.
- Desire to communicate with people from diverse backgrounds.
- Ability to work collaboratively in a team-oriented environment.
- Must possess discretion and maturity to handle highly confidential information.
- Passion for environmental conservation and the mission of the Columbia Land Conservancy.
- Commitment to CLC's Diversity, Equity, and Inclusion values.

Preferred Qualifications:

- Experience with Raiser's Edge or similar donor relations software.
- Experience with fundraising events.
- Fluency in Spanish.

Physical Demands & Work Environment

Predominantly indoors at an office, with some outdoor work. While there is an opportunity for a hybrid work schedule, we value having people in the office as much as possible. Office work is primarily sitting at a desk with a computer or in meetings. The position requires travel throughout Columbia County with occasional travel within the region and beyond for meetings, conferences, and trainings; driving to sites may, at times, require use of personal vehicle. The position requires occasional weekend and evening work.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.