

Northeast Wisconsin Land Trust Development Specialist

Job Description

The Northeast Wisconsin Land Trust (NEWLT) seeks an energetic, experienced and creative person to become its first Development Specialist. The Development Specialist will lead the outreach and fundraising efforts of the Land Trust with particular emphasis on donor relations. The Development Specialist will report to and act in close partnership with the Executive Director and with the board of directors and any fundraising consultants that may be retained. As a new position in the organization, the Development Specialist will have the opportunity to build on a history of strong and consistent funding to develop a robust development program in order to achieve long-term financial sustainability for the organization. General responsibilities include maintaining existing donor relations and organizing and implementing initiatives to attract new members, major gifts, planned gifts, and other annual gifts. Capital campaigns may also be the responsibility of the Development Specialist, should the need arise.

NEWLT serves a twelve county area of Northeast Wisconsin, working with private landowners and collaborating with public entities to protect natural areas and open space and to educate the public about the importance of land conservation. NEWLT has protected over 5,000 acres of conservation land through the use of conservation easements (legal agreements that set private property aside for conservation purposes) and fee title ownership (conservation lands purchased by the Land Trust). Land conservation in Northeast Wisconsin is critical to sustain the natural resources and environmental integrity that people rely on for enjoyment, recreation, and a productive economy.

Responsibilities

- Create and execute a strategy for expanding and sustaining a large base of annual donors by developing and executing NEWLT's annual fundraising plan and analyzing fundraising activities
- Create a strong fundraising message that appeals to donors
- Increase awareness of NEWLT's work, goals, and fundraising needs
- Develop, nurture and maintain ongoing relationships with major donors
- Coordinate board, executive director, staff and volunteers to identify, research, contact and cultivate donor prospects. Secure new financial support from individuals, foundations and corporations
- Develop and track grant applications, proposals and reports for all foundation and corporate fundraising
- Provide guidance and leadership for the Development, Outreach and Education Committee and coordinate with committee chairperson to develop reports for board and donors

- Oversee the organization and implementation of fundraising and recognition events (major donor functions, annual meeting, member and fundraising events and tours)
- Assist staff with program grant writing
- Manage the donor database system and be responsible for data entry and gift processing to ensure accurate and up-to-date record keeping and reporting
- Work with the Membership and Communications Coordinator in the preparation of promotional materials related to development (annual reports, newsletters, case statements, ambassador kits, brochures, press releases and postings to social media)
- Work with committees and Membership and Communications Coordinator to organize public outreach activities including field trips and special events

Qualifications

- Proven experience in all areas of fundraising, marketing, and/or public outreach.
- Outgoing and friendly personality with the ability to meet new people easily and quickly earn confidence.
- Demonstrated excellent in organizational, managerial, and communication skills with strong writing, verbal and interpersonal skills
- A genuine interest and enthusiasm for land conservation in Northeast Wisconsin.
- Ability to work with people of diverse backgrounds and an appreciation of diverse land issues and private landowner views.
- A self-starter with the ability to initiate and follow through on new programs or projects and meet new people in order to achieve Land Trust goals.
- Ability to work independently, as a team member and through committees to develop and implement fundraising programs.
- Ability to engage and work with volunteers.
- Bachelors (required) or Masters degree (optional) with development training and experience in the non-profit sector preferred.
- Experience in managing large donor development, major gift and grant prospecting and planned giving are especially desirable

Compensation: Competitive salary commensurate with experience for part-time position (approximately 30 hours per week).

Please submit Cover Letter and Resume to: newlt@newlt.org