Deschutes Land Trust
Position Description

Job Title: Outreach Associate
Reports To: Outreach Manager
Status: Part-time (32 hours/week), non-exempt
Application Deadline: Open until filled. Applications will be reviewed beginning June 24, 2019.

The Deschutes Land Trust is seeking an Outreach Associate to join its dedicated team!

Who We Are:
The Deschutes Land Trust works cooperatively with local landowners to conserve land for wildlife, scenic views, and local communities. The Land Trust office is in Bend, Oregon, but we conserve and care for land throughout Central Oregon and have more than 9,115 acres of land entrusted to us. We believe in building a community of staff, board and supporters who come from diverse cultures, backgrounds, and life experiences. Applicants should be able to embrace a commitment to diversity, equity, and inclusion. People of color and others from historically underrepresented communities are strongly encouraged to apply. For more information about us, visit deschuteslandtrust.org

What You’ll Do:
The Outreach Associate is a part-time (32 hours/week) position that provides support for Land Trust membership and outreach activities. This includes assisting in the effective and accurate processing of gifts in the Land Trust database. It also includes providing administrative and customer service support for the Land Trust membership program and a variety of Land Trust events. The Outreach Associate reports to the Outreach Manager, but works collaboratively with all Land Trust Staff and Board Members to build support for the Land Trust. Core duties and responsibilities include:

Database Entry and Donation Processing 50%
- Process gifts accurately, effectively, and in a timely manner within Salesforce database;
- Prepare and send written donation acknowledgements to all donors in a timely manner;
- Accurately enter new and updated contact information and event data into Salesforce or other tracking locations.

Membership Support 25%
- Prepare lists for all mailings, including renewal and prospect mailings;
- Print letters/cards for mailings, including renewal and prospect mailings;
- Upload/input mailing information to Salesforce campaigns;
- Call and thank members for their support;
- Assist with execution of membership events;
• Provide direct back-up to Operations Associate for reception-related tasks;
• Provide other outreach/membership support to Outreach Manager as needed.

Outreach Support 25%:
• Set up events in our online registration system.
• Manage day-to-day registration for Land Trust events including: keeping participant lists accurate and full, updating our website, adding events to online calendars, and helping participants register either online or via phone.
• Complete post-event list reconciliation and input into Salesforce or other tracking locations.
• Provide support for community events and activities as representative of the Land Trust.
• Provide other outreach support to Outreach Director as needed.

What you need:
• Passion and commitment to the mission, vision, and values of the Deschutes Land Trust.
• 1-3 years experience working in an administrative or development position.
• Familiarity with database systems; knowledge of Salesforce a plus.
• Proficiency in current office computer applications and web-based content management systems.
• Strong attention to detail, particularly in regards to data entry, and commitment to 100% quality.
• Ability to manage multiple priorities, develop a work schedule, monitor progress towards goals, meet deadlines, and track details, data, information, and activities.
• A personable, professional personality and the ability to use tact and diplomacy to communicate and work skillfully and effectively with a diverse community.
• Flexibility to work in a small, open, and often busy office space.

What’s Important to Us:
The Deschutes Land Trust is dedicated to and strongly believes in the following mission, vision and values:

Our Mission: The Land Trust’s mission is to work cooperatively with landowners to conserve land for wildlife, scenic views and local communities.

Our Vision: Healthy lands that support diverse populations of native plants and wildlife. Communities that are closely engaged with the land, that value the natural world, treat it with respect and are invested in its future. A region that, even as it grows, retains its natural attributes forever.

Our Values:
• Excellence: We strive for excellence in all aspects of our work so we can be most effective at conserving and caring for the land. We demonstrate the highest standards of dedication, personal integrity, truthfulness, and honesty as we carry out our mission.
• Accountability: The Land Trust believes in operating as a transparent, accountable, ethical, and effective organization. We hold ourselves to high standards and have policies that outline
ethics, conflicts of interest, confidentiality and other important matters. To publicly demonstrate our commitment to high standards, the Land Trust also maintains national accreditation, which ensures our conservation efforts meet national standards for excellence, upholding public trust, and protecting lands permanently.

- **Teamwork**: Staff and board work together to accomplish our mission to conserve and care for the land. We promote a working environment that values respect, fairness, and integrity. We demonstrate positive leadership exemplified by open communication, creativity, dedication, and compassion.

- **Inclusion**: Our land conservation efforts can provide benefits to our entire community and for future generations of Central Oregon if we foster an inclusive environment. We strive to embrace differences and ensure all constituencies in our community feel a sense of belonging. To do this we actively listen, respect, understand, value and incorporate a wide variety of beliefs, backgrounds, abilities, values, and experiences in a clear and consistent inclusive way that invites all people, especially marginalized communities, to engage in our work.

- **Diversity**: We recognize, foster, and celebrate the broad experiences of each individual who wants to engage in our land conservation work. This means we reflect and engage the full range of people’s individuality, abilities, culture, background, education, knowledge, perspectives, and needs to enhance and enrich our efforts to conserve and care for land in Central Oregon.

- **Equity**: We strive to recognize and understand the role past land conservation efforts have historically played in creating barriers to equitable conservation. We commit to treating all people, partners, volunteers, donors, staff, and board members in our community fairly while understanding and removing barriers to enable everyone to participate in a more equitable community of land conservation.

- **Collaboration**: We embrace collaboration with a network of volunteers, landowners, public agencies, non-governmental organizations, and academic institutions that support and are interested in land conservation in Central Oregon.

- **Permanence**: Our commitment to the community is an enduring one, premised on the permanence of our land conservation work. Consequently, the Land Trust will invest in the systems and measures to ensure the Land Trust is equipped and prepared to permanently steward and protect the land, while building relevance, a sense of place and a conservation ethic with future generations.

**What We Offer:**
The Deschutes Land Trust offers competitive salary and benefits. Part-time staff receive pro-rated benefits including health insurance, a 403B retirement plan with matched contributions, volunteer time off, 20 paid days off annually to start, and 10 paid holidays annually. The position is located in Bend, Oregon and includes occasional event support on evenings and weekends.

*The Deschutes Land Trust is an equal opportunity employer, without regard to race, color, age, sex, sexual orientation, religion, or national origin.*