



Deschutes Land Trust Job Posting

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

Who We Are:

The Deschutes Land Trust conserves and cares for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come. Since 1995, the Land Trust has protected more than 17,500 acres throughout Central Oregon for future generations. We embrace diversity, equity, and inclusion, and are committed to building a conservation community with diverse backgrounds, cultures, and life experiences. For more information about us, visit deschuteslandtrust.org

What You'll Do:

The Development Associate is a part-time (32 hours/week) position that provides core support for Land Trust development activities. This includes the effective and accurate processing of donations, updating data and maintaining our central database, donor cultivation, and solicitation. It also includes providing support for the Land Trust's general membership program, coordinating and assisting with donor development events, and assisting the Development Director as needed. The Development Associate reports to the Development Director, but works collaboratively with all Land Trust Staff and Board Members to build support for the Land Trust. Core duties and responsibilities include:

Essential Functions:

Database Maintenance, Data Entry, Donation Processing

- Complete regular maintenance tasks associated with Salesforce data management;
- Accurately enter new and updated data into Salesforce;
- 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;
- Generate Salesforce reports to share with staff;
- Update and maintain a procedural manual for Salesforce database data integrity;
- Assist/train staff in consistent and accurate use of Salesforce database.

Membership Support

- Prepare lists for all mailings (renewal, prospect, outreach and other mailings);
- Print letters/cards for mailings, including renewal and prospect mailings;
- Work with volunteers to assemble mailings;
- Upload/input mailing information to Salesforce campaigns;

- Call/email and thank members for their support;
- Assist with membership events;
- Provide other membership support to Outreach Manager as needed.

Development Support

- Assist Development Director in cultivating and stewarding Land Trust donors;
- Work with Development Director to plan, organize and carry out donor events;
- Provide direct back-up to Operations Associate for reception-related tasks.

What you Need:

- **Conservation Commitment:** Passion and commitment to the mission, vision, and values of the Deschutes Land Trust.
- **Diversity, Equity, and Inclusion Experience:** Cultural competency skills and demonstrated ability to work with people of diverse races, ages, genders, abilities, and economic backgrounds. Commitment to fostering an inclusive donor community, where people of all identities are represented and feel welcome.
- **Development Experience:** 1 year of experience with a non-profit organization or educational institution, or a comparable mix of work experience and education. Experience in customer service, database management, and other administrative duties.
- **Organization and Detail Skills:** Excellent organizational skills including attention to detail. Ability to meet deadlines to complete projects efficiently and effectively while managing multiple priorities.
- **Collaboration Skills:** Ability to work effectively in a small team environment to resolve problems and implement plans that help the organization achieve its mission. Ability to establish and maintain positive collaborative working relationships with others both internally and externally.
- **Communication Skills:** Proven ability to communicate effectively, tactfully, and diplomatically in writing and in person with a diverse community of supporters including volunteers, donors, community-based partners, and Land Trust staff and Board.
- **Technology Skills:** Strong computer skills, including proficiency with current office computer applications, Salesforce or other fundraising platforms, and Google Suite.

How to apply

Applications are due by July 31, 2022. Your application should include the following:

- Cover letter describing your qualifications for and interest in the position.
- Resume
- References (We will contact your references only after you have given us permission.)

Please send your application as an attachment to: info@deschuteslandtrust.org with the words “Development Associate” in the subject line.

Please contact Pat Cohen, at the email above if you need an accommodation. All inquiries will be handled confidentially. We will acknowledge receipt of your application via return email and contact you as we proceed further into the recruitment and selection process.

People of color and others from historically underrepresented communities are strongly encouraged to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. For a complete job description and more information about us, visit www.deschuteslandtrust.org/careers. We appreciate your interest in the Deschutes Land Trust!

Compensation: \$19.00 - \$22.60 hourly depending on experience, plus generous benefits.

What's Important to Us:

Our Mission: We conserve and care for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come.

Our Values: Integrity, Diversity, Quality, Collaboration, Adaptability.

Our Vision: We envision a future of strong and healthy natural and human communities—where we work together to conserve and care for the lands that make Central Oregon an incredible place to live, work, and grow.

- With the population of Central Oregon continuing to grow and our climate rapidly warming, we protect the rivers, forests, canyons, meadows, and agricultural lands that Central Oregon will need to thrive for generations to come.
- We conserve lands that are strong and adaptable to the changing climate and that sustain functioning natural systems, abundant native plants and animals, clean air and water, and healthy local communities.
- All people have an opportunity to meaningfully connect with this place, so that together we can build an interconnected community of people committed to protecting and caring for the lands we all love.

What we offer:

The Deschutes Land Trust offers competitive salary and benefits to full-time staff. This includes health insurance, a 403B retirement plan with matched contributions, volunteer time off, 20 paid days off annually to start, and 11 paid holidays annually. The Land Trust offers a flexible work location where employees may work in the office or remotely depending on the requirements of the position.

The Deschutes Land Trust is an equal opportunity employer, and does not discriminate based on race, color, age, sex, sexual orientation, sexual identity or expression, religion, ability, or national origin. **More Information:**

www.deschuteslandtrust.org