



## Advancement Associate Job Description

**Location:** Jackson, Wyoming

**Supervisor:** Director of Advancement & Engagement

**Work Schedule:** Full time

**Salary:** Dependent upon experience

**Deadline for Submitting Applications:** March 23, 2018

**Mission:** To protect and steward the treasured landscapes of Northwest Wyoming

### Position Description/Responsibilities:

The Advancement Associate is a member of the Advancement and Outreach team and is responsible for working with the Director of Advancement and Outreach in the administration of fundraising programs. He or she will work closely with fundraising and outreach staff in an environment dedicated to advancing the mission of the Jackson Hole Land Trust. The main responsibilities of the position are donor management and strategy, fundraising calendar management and solicitation tracking, database management, and general fundraising support.

### Chief Responsibilities Include:

- Annual Fund Activity Management
  - Create and implement a donor activity calendar/tracking system; monitor donor activity to ensure regular engagement
  - Identify and research new Annual Fund donors; create and send intro packets when appropriate
  - Draft and send quarterly Annual Fund appeal letters
  - Manage the Old Bill's Fun Run application and donation process
  - Work with the Director of Advancement to create additional Annual Fund collateral when necessary
- Grant Writing
  - Identify foundation prospects and write and submit foundation grant proposals for annual support;
  - Identify and research other grant opportunities
- Donor Portfolio
  - Manage a portfolio of 25 - 50 donors who give at the \$1K level and below annually
  - Identify 5 – 10 new donors per year to incorporate into donor portfolio
- General Fundraising:
  - Manage the donor acknowledgement process
  - Create weekly donor acknowledgement activity reports and distribute to staff to ensure donors are thanked in a timely manner
  - Create and maintain donor files according to JHLT recordkeeping policies
- Database management:
  - Receive and enter gifts daily
  - Enter and maintain donor contact information

- Integrate database information with fundraising projects
- Produce and print reports as needed
- Work with database vendor on data clean-up and information accuracy
- Provide advancement staff training on database software to maximize tools and updates
- Other Responsibilities:
  - Assist Director of Advancement and Engagement as needed
  - Assist with fundraising event logistics and planning

**Qualifications and Job Requirements:**

- Bachelor's Degree in business, non-profit management or related field such as communications, public relations or marketing
- A great aptitude for or experience in working with computers, specifically databases
- Excellent verbal and written skills, as well as organizational skills, attention to detail, and ability to be self-motivated and disciplined
- One to two years nonprofit experience
- Excellent working knowledge of software applications including Word, Excel, Outlook, and donor databases

Please send resume and cover letter to [jenny@jhlandtrust.org](mailto:jenny@jhlandtrust.org).