



American Chestnut Land Trust
676 Double Oak Road | P.O. Box 2363
Prince Frederick, MD 20678
(410) 414-3400
acLt@acLtweb.org
www.acLtweb.org

JOB DESCRIPTION

Donor Relations Coordinator (Part-time) American Chestnut Land Trust (ACLT)

ACLT's Mission: We promote land conservation and preservation throughout Southern Maryland. We preserve and conserve the natural and cultural resources of the Parkers Creek and Governors Run watersheds for the benefit of this and future generations. We provide environmentally sustainable public access to managed properties for educational, scientific, recreational, and cultural purposes.

Summary of Duties:

A land trust is dependent on having members who embrace and support its mission. ACLT has over 800 member/families who help in many ways and about 200 members who are willing to fund the budget and/or include us in their will to build our endowments. We need to be sure that all of our supporters know what we are doing. We want to stay in touch with those who make that special effort to see that we are financially sound. Our Donor Relations Coordinator is expected to:

- Work with the Chair of the Administration & Fundraising Committee to promote legacy giving, support fundraising appeals, and other fundraising efforts,
- Maintain regular communications with donors, and help them stay connected with the work of the Conservancy,
- Assist with legacy giving events and programs,
- Build and maintain relationships with all donors, particularly those with special interests and needs.

Specific Duties:

- Works closely with the Chair of the Administration and Fundraising Committee, the Executive Director, and the Community Relations Manager to coordinate fundraising efforts and maintain relationships with donors.
- Contributes to the design, printing and distribution of marketing and communication materials for fundraising efforts.
- Assists in the maintenance of the ACLT membership database (eTapestry) to ensure the accuracy of member data and enters pertinent information to better serve donors.
- Utilizes the database to produce fundraising appeals, e-newsletters, and donor acknowledgments.
- Utilizes other software resources to supplement the resources of eTapestry, as needed.
- Assists ACLT's Community Relations Manager and Executive Director with other member correspondence and newsletters.
- Stays in personal contact with members suggested by the Chair of the Administration and Fundraising Committee and the Executive Director.
- Represents ACLT at on-site and off-site events.
- Other duties as assigned.

Qualifications:

A successful candidate must possess strong people skills and excellent verbal and written communications skills, good organizational and time-management skills, and the ability to work independently and as a team member with a wide variety of people. This person must be proficient with Microsoft Office Suite, graphic design, and have prior work experience with a demonstrated ability in one or more of the following:

- Creation and implementation of successful fundraising campaigns;
- event planning; and
- communications

Knowledge of membership data base management (e.g., eTapestry/Blackbaud, Excel) is desirable, as is grant writing experience. A background in natural sciences or environmental education is also desirable.

Hours/Salary/Benefits:

- 18 hours per week
- \$23 per hour
- Opportunity to be part of a team managing the most pristine watershed on the western shore of the Chesapeake Bay and supported by a great number of wonderful, enthusiastic volunteers.
- Medical and retirement benefits are available.
- Majority of work is to be performed in the ACLT office with the possibility of some remote work as needed

Cover Letter and Resume:

Greg Bowen, Executive Director
American Chestnut Land Trust
P.O. Box 2363
Prince Frederick, MD 20678

Email: gbowen@acltweb.org
Phone: (410) 414-3400