



Alachua Conservation Trust

Posted February 9, 2023 – Applications will begin being reviewed on February 20, 2023

LOCATION: Gainesville, FL

JOB TITLE: Development Coordinator

ABOUT:

Alachua Conservation Trust (ACT) – Since 1988, ACT’s mission has been to protect the natural, historic, scenic and recreational resources in and around North Central Florida. ACT accomplishes this by playing an integral role in important regional land acquisitions, land conservation initiatives, and watershed protection. As a nationally accredited nonprofit land trust, ACT works primarily in 16 counties, and protects land through purchase, donation, and conservation easements. Over the last 35 years, ACT has facilitated the preservation of over 56,000 acres of land in North Central Florida and directly acquired 24,500 acres. ACT has won numerous awards over the decades and was the 2013 recipient of the National Land Trust Excellence Award - the highest honor a land trust can be awarded on a national level. For the past 35 years, ACT’s work has been integrally tied to the water health of North Central Florida and the Santa Fe and Suwannee rivers, recognizing that permanent land protection is a critical component for preventing future land use intensification and for providing ecosystem services to springsheds and watersheds.

JOB SUMMARY:

ACT is seeking a Development Coordinator to join our organization. The Development Coordinator will focus on and manage fundraising for the organization, which may include planned giving, principal gifts, donor prospecting and research, and special multi-year fundraising campaigns, including a capital campaign. The Development Coordinator will work with senior staff to establish fundraising goals and priorities. In addition, the Development Coordinator in conjunction with the Executive Director will motivate and coordinate the efforts of a multi-disciplinary team and volunteers in fundraising, including donor cultivation and solicitation. The Development Coordinator will develop and implement a development program strategy consistent with ACT’s strategic plan and will develop and implement programmatic work plans consistent with philanthropy best practices. This position will serve as a staff member of Alachua Conservation Trust and will be expected to both work in a team environment as well as carry out instructions and projects with minimal supervision.

The ideal candidate for this position is motivated and a self-starter, has a proven track record of securing funds for non-profit entities, is organized, optimistic, flexible, and diplomatic, with strong interpersonal skills and as a strong communicator (written and verbal). They have a well-rounded background in researching, securing, and maintaining funding sources, keeping up with donor relations, an interest/commitment to support land conservation organizational endeavors, and a willingness to grow with the organization. This is a new full-time (40 hours per week) position in the organization, and the Development Coordinator will have the opportunity to build out ACT's development portfolio.

JOB OBJECTIVES:

- In coordination with team members, manage end-to-end development, planning, management and execution of ACT's donor fundraising, stewardship and cultivation events, including luncheons, outings and major events, but not limited to, site selection and contract negotiation, catering, technology, volunteers, and participant experience. Staff events in-person, as needed.
- Support major donation evaluation, cultivation, solicitation and stewardship of prospects and donors.
- Support the Executive Director to identify, cultivate and solicit donors. This includes drafting proposals and stewardship pieces for the Executive Director.
- Develop an annual fundraising plan.
- Implement donor cultivation event processes, standards, and measurements across all events, including creating and maintaining systems around donor engagement tracking in the database.
- Work with the Executive Director and other key ACT staff to plan marketing for fundraising and donor cultivation events, including email, direct mail, mobile, and social media marketing, ensuring that materials reflect the organization's values and mission.
- Assist with drafting email communication pieces and monthly targeted donor newsletters and updates for electronic and paper mailings to inform and steward ACT's donors.
- Support ACT's leadership, including but not limited to scheduling team meetings, note taking, coordinating visits with donors, scheduling meetings, providing support on donor and prospect follow-up and sending correspondence to donors and prospects.
- Collaborate with outreach, event and other ACT staff to help facilitate and manage small-scale engagement and event opportunities that maximize major donor and prospect cultivation opportunities.
- Conduct prospect research on new donor prospects as well as current donors with upgrade potential.
- Conduct donor and fundraising analysis projects.
- Work with eTapestry donor database, and other internal databases.

ESSENTIAL FUNCTIONS – Including but not limited to:

60%: Programmatic Duties including but not limited to:

- Research, identify and write grants to support organization and programs.
- Primarily solicit, cultivate, and steward corporate partners in support of the organization's programs and campaigns.
- Solicit Mid and Major Donors; Corporate, Business Supporters and Workplace Giving, Grants, and Bequests.

- Manage eTapestry donor database, including running reports and exports, entering activities and correspondence, and maintain accurate records.
- Process donations and work with Director of Finance and Operations on reconciliation needs.
- Manage tracking and reporting of fundraising data.
- Provide ongoing research on individual, foundation, and corporate prospects.
- Support efforts to update donors on their critical support of our work.
- Develop and maintain reporting calendar for funders.
- Manage planning and logistics for fundraising events with Executive Director.
- Facilitate ACT's participation in annual giving days.
- Maintain and update ACT's online fundraising profiles.
- Continue to grow ACT's monthly giving program, Conservation 365, and work with ACT events staff to organize periodic monthly donor appreciation events.
- Work with ACT staff to facilitate project-specific and general annual appeal mailing campaigns.
- Work with ACT staff to create donor engagement opportunities.
- Create board reports on development advancements.
- Remain up-to-date in the fields of philanthropy.
- Assist with outreach and education events and tours. Some events may occur on evenings and weekends.
- Develop a successful planned giving program.
- Work closely with the Executive Director to strategize, plan, and achieve fundraising goals as outlined in the strategic plan.
- Develop and manage annual donor engagement plan including donor meetings, property field visits, and events.
- Provide exemplary donor stewardship services, which entails managing ACT's donor stewardship process to include thanking, outreach, and tax acknowledgment.

40%: Management & Administrative Duties including but not limited to:

- Oversee eTapestry donor database for record management and data integrity with a focus on: 1) developing monthly, quarterly, and annual reports and dashboards for revenue and status review; 2) creating donor lists for acquisition and renewal; and 3) conducting regular and ongoing analysis of the data to determine donor acquisition, retention, and renewal strategies.
- Provide philanthropic-focused administrative support to ACT's Executive Director, including setting up donor meetings, scheduling networking opportunities, and fundraising events & gatherings.
- Work closely with the outreach & communications team to develop printed and electronic communications related to donor activities, ensuring timely production and delivery.
- Review previous successful grant applications, search for new grant sources, and prepare and submit grants for future funding.
- Serve as a valued member of the team, with a collaborative approach to problem solving.
- Fully participate in organizational activities including staff and board meetings & events as needed.
- Commitment to advancing ACT's mission and vision for our served communities.
- Prepare and submit program reports as requested by donors and grant sources.

- Perform other duties as assigned.

DESIRED QUALIFICATIONS:

Please note that the job requirements are guidelines, not hard and fast rules; therefore, if you have 70% of the qualifications listed, we encourage you to apply.

- Bachelor's Degree AND a minimum of 2-3 years of related experience working on land conservation and general nonprofit fundraising.
- Experience working in development, fundraising, communications, and/or outreach.
- Ability to interact pleasantly and knowledgeably with donors, volunteers, and the general public.
- Must have enthusiasm for and be committed to the organization's conservation mission and be able to maintain strong, positive, collegial working relationships with staff and Board, as well as outside partners, professional advisors, and consultants.
- Experience or ability to learn multiple fundraising programs (including appeals, acquisition, regular giving, and bequests).
- Experience and interest in community fundraising.
- Good record-keeping, organization, time management, and attention to detail skills.
- Experience working in donor databases, coordinating projects and working with key stakeholders including major donors, board members, consultants, or organizational leadership.
- Strong oral and written communication skills.
- Ability to work collaboratively with a small team and be willing and flexible to assist with additional requests for help as needed to achieve shared goals.
- Experience with Microsoft Office, Google Drive, Adobe, Blackbaud eTapestry, and Dropbox.
- Ability to work alone and travel to various local destinations for project-specific events, donor meetings, fundraising training, in-person board meetings, and annual Land Trust Alliance Rally.
- Ability to set priorities, problem solve, manage a portfolio of numerous project-specific and general fundraising projects across Florida, and meet hard deadlines.
- Ability to write project-specific grants and manage all reporting requirements.
- Outstanding interpersonal skills, including an ability to navigate and resolve conflict in a manner that values and respects relationships.
- Sound judgment and discretion in handling confidential and sensitive matters.
- Proven ability to develop innovative solutions for increased productivity.
- Very detail oriented, with ability to present projects in a clear, concise, written and verbal manner.
- Must be proficient in research and relevant analysis, including navigation of databases and online resources.
- Must have a valid driver's license and good driving record.

Working Conditions: This job operates in a professional office environment, and routinely uses standard office equipment such as computers, phones, photocopiers, and audiovisual systems. This position is largely sedentary, often standing or sitting for prolonged periods. The person in this position frequently communicates with donors and must be able to exchange accurate information. The person in this position will frequently be expected to move between sites, and must be able to occasionally move

objects up to 20 pounds as part of event coordination. Able to work hours exceeding stated office hours, as needed; ability and willingness to travel up to 25% for in-person events as needed.

BENEFITS:

- This is a full-time position.
- Starting pay is up to \$23/hr. and will be based on experience.
- Two weeks (80 hours) paid vacation and two weeks (80 hours) sick leave.
- Paid time off for most Federal holidays plus three personal days off.
- Health insurance allowance plus a personal stipend for equipment or supplies.
- Enrollment in ACT's retirement plan after 90 days employment.
- Training and professional development opportunities as budgets allow.

EQUITY & INCLUSION:

ACT is an equal opportunity employer that is committed to increasing equity, representation and inclusion in all elements of our work to support the intersection of land conservation and people in a diverse North Central Florida. ACT hires, trains, compensates, and promotes regardless of race, marital status, religion, age, mental or physical disability, national origin, citizenship, ancestry, sex (including pregnancy), sexual orientation, gender identity (including gender nonconformity and status as a transgender individual), past, current, or prospective service in the uniformed services, in addition to any other characteristic protected under applicable federal, state, or local law.

No person shall, on the grounds of the above-mentioned categories, be excluded from participation in or be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of ACT. ACT recognizes that diversity on the staff and board strengthens the organization. ACT actively seeks qualified applicants for staff and board positions from members of under-represented groups in the nonprofit and natural resources fields.

Candidates are invited to learn more about ACT's commitment to keeping Florida Wild for All at

<https://www.alachuaconservationtrust.org/flwild-for-all>.

HOW TO APPLY:

Candidates should submit a cover letter, resume, and three references in a single PDF document labeled with your name and the job title, by email to: act.tkay@gmail.com. Failure to follow these instructions may result in disqualification.

If you require assistance or accommodation with our application process, please tell us how we can help by calling us at (352) 373-1078. Candidates will be notified regarding the status of their applications by email or phone call. For further information about the organization, please visit ACT's website:

www.alachuaconservationtrust.org

If selected for this position, a background check will be conducted.