



Employment Opportunity **Development Assistant, 1,000-Acre Campaign**

Westport Land Conservation Trust **Westport, Massachusetts**

About Westport Land Conservation Trust (WLCT):

Since its founding in 1972, the Westport Land Conservation Trust (WLCT) has assisted landowners in protecting more than 4500 acres in Westport, Massachusetts. WLCT is a private, non-governmental organization dedicated to local land conservation on behalf of the Westport community. The organization accepts gifts of land and conservation restrictions on land, and assists farm owners in preserving farmland with agricultural preservation restrictions. In addition, we steward close to 1,000 acres of WLCT-owned land including 10 destination properties across the Town. WLCT seeks a hard-working, people-oriented individual motivated to make a difference with a dynamic and leading land conservation organization.

About the Position:

The Development Assistant will be an integral part of the 1,000-Acre Campaign team, providing administrative support for all fundraising activities including but not limited to special events, gift processing, donor coordination, and other donor-related activities. The Development Assistant plays a crucial role on the campaign team coordinating administrative functions as well as providing high quality customer service to the public and WLCT's donor base. The Development Assistant will report to the Executive Director and assist in other WLCT events or programmatic initiatives as assigned.

Reports to:

Executive Director (At times will receive direction from the Director of Special Projects)

Primary Position Responsibilities:

Campaign Coordination & Campaign Committee Tasks

- Prepare materials for Campaign Committee meetings, attend meetings and distribute meeting minutes.
- Follow up with staff and volunteers to ensure timely completion of action items from meetings.
- Coordinate with the other administrative staff regarding campaign and non-campaign outreach and activities.

Gift Acknowledgment, Reporting & Database Coordination

- Maintain an accurate and up to date donor database.
- Prepare letters and other correspondence including but not limited to gift acknowledgements, and coordinate follow-up with staff and volunteers in a timely manner. Accurately track campaign progress and produce reports as directed by ED and DSP.
- Assist with public and private grant applications and reports, including drafting applications and reports, and tracking deadlines.

Donor & Public Engagement

- Provide administrative support before, during and after meetings, including but not limited to scheduling meetings, making reservations, communicating with meeting attendees and timely follow-up activities from meetings.
- Prepare campaign related-briefings and materials. Conduct prospect identification and research.
- Respond to calls from donors, members, prospects, volunteers, community members and staff.

Event Planning & Communications

- Assist with planning and execution of all campaign-related events.
- Assist potential party hosts with guest communication and associated print collateral
- Assist Executive Director and Director of Special Projects with the creation of event related print collateral

Qualifications:

- Bachelor's degree or equivalent
- Commitment to the mission of Westport Land Conservation Trust (WLCT)
- Enthusiasm for fundraising/ major donor work
- Strong writing and customer service skills, professionalism and attention to detail
- Excellent interpersonal and communication skills
- Proficient in Microsoft Office Suite specifically Microsoft Excel
- Experience using a donor database (ideally Gift Works)
- Familiarity with basic accounting functions
- Willingness to work as part of a team of professionals
- Ability to work independently and manage multiple tasks
- Familiarity with Westport and the South Coast of Massachusetts is a plus

Hours, Salary & Benefits:

The Development Assistant, 1,000 Acre Campaign position is a year-round hourly position (Average approximately 30 hours per week). Full-time employment may be available for the right applicant. Regular working hours are generally within WLCT office hours from 8am-5pm, but will also require occasional evening or weekend commitments. Compensation is commensurate with experience. This position is a temporary position serving during the life of the 1,000 acre campaign.

How to Apply:

Interested candidates should submit their resume, cover letter and three references to:

Development Assistant Search
Westport Land Conservation Trust
P.O. Box 3975
Westport, MA 02790
Email: ross@westportlandtrust.org

The position is considered open until filled. An announcement will be posted on our website www.westportlandtrust.org when the position has been filled.

No phone calls or faxes please.

In addition to being an Equal Opportunity Employer, The Westport Land Conservation Trust aims to create a thriving, inclusive workplace that values each member of our team. We aspire to reflect and effectively serve the community of Westport, Massachusetts which is at the core of our mission.