



## Development Associate

<b>Location:</b>	Bremerton, WA
<b>Salary:</b>	Competitive salary depending upon experience and abilities
<b>Hours:</b>	negotiable 24-30 hours per week; flexible hours
<b>Benefits:</b>	Paid vacation, personal leave and holidays on a prorated basis
<b>Reports To:</b>	Development Director
<b>Closing Date:</b>	November 27, 2017, or until filled

### Position Description

The Development Associate is a member of Great Peninsula Conservancy's development team and is responsible for coordinating events; creating outreach materials; implementing communications via social media, website and eNews; and handling aspects of GPC's fundraising program. The Development Associate projects enthusiasm and builds strong relationships with members/donors and partners.

### Responsibilities

#### Event Coordination

- Help plan and coordinate membership and fundraising events, including an annual dinner
- Coordinate membership walks, volunteer stewardship activities and community outdoor events

#### Communications & Outreach

- Design and coordinate outreach via social media, website and monthly eNews
- Design outreach materials, fundraising pieces and slideshow presentations
- Answer phone, greet visitors and respond to requests for information

#### Fundraising Program

- Implement membership renewal program
- Assist with annual giving program, including annual appeals and online campaigns
- Conduct data entry for donations, run database queries and create lists for mailings and events
- Ensure accuracy of all donor contact information
- Prepare and mail thank you letters
- Provide support to the major gifts program
- Other duties as assigned

#### Relationship Building

- Collaborate with partners to organize and implement community events and outdoor experiences

### Requirements

- Two or more years of college or technical training
- Two or more years of marketing, communications or fundraising experience, preferably nonprofit
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook & Office 365)
- Proficient in database management (Salsa CRM, Donor Pro)

- Proficient in graphic design and photo editing for print & web (PhotoShop, Illustrator, InDesign)
- CMS experience (WordPress) and basic HTML; experience with Google Analytics
- Experience with email marketing tools (Salsa Engage)
- Strong interest in and enthusiasm for land conservation
- Self-directed and capable of multi-tasking and problem solving
- Attention to detail and excellent organization skills
- Good interpersonal and teamwork skills with a friendly personality

#### **Desired Skills**

- Adept at social media (Facebook, Instagram)
- Skilled photographer and videographer

#### **Organizational Profile**

Great Peninsula Conservancy ([www.greatpeninsula.org](http://www.greatpeninsula.org)) is a nonprofit land trust that works to protect forever the natural habitats, rural landscapes, and open spaces of the Great Peninsula—a region that includes Kitsap, Mason, and west Pierce counties, Washington. Since 1980, Great Peninsula Conservancy has protected over 8,500 acres of this spectacular region of west Puget Sound, including forests, farms, marine shorelines, and salmon streams.

#### **To Apply**

Send cover letter (one page) and resume (one page) to: [sandra@greatpeninsula.org](mailto:sandra@greatpeninsula.org) or Sandra Staples-Bortner, Great Peninsula Conservancy, 423 Pacific Avenue, Suite 401, Bremerton, WA 98337.

**Application Deadline: November 27, 2017 or until filled.**

Great Peninsula Conservancy is an equal opportunity employer.