



Membership & Communications Associate Announcement

Office Location:	Bremerton, WA
Salary:	Negotiable
Benefits:	SIMPLE IRA, Vacation, Personal Leave and Holidays
Job Status:	Full-Time, Non-Exempt
Reports To:	Finance & Operations Director
Closing Date:	June 13, 2018
Desired Start:	July 2018

Position Description

The Membership & Communications Associate is a member of Great Peninsula Conservancy's development team and is responsible for leading and implementing GPC's membership and annual giving program, maintaining the membership database, creating membership correspondence, and overseeing membership communications. She/he is an enthusiastic conservationist who inspires people to be part of a community that cares for the land. The Membership & Communications Associate is responsible for achieving the membership and communications program's financial and outreach goals, which include engaging diverse communities in saving land for people and wildlife.

Responsibilities

Membership & Annual Giving

- Implement, evaluate and revise strategy for growing membership, including helping GPC reach diverse communities
- Redesign and implement membership renewal program, including fully implementing plan to encourage members to transition into major donors
- Coordinate annual giving program, including annual appeals and online campaigns
- Collaborate with Kitsap Great Give and other online donation partners

Membership Database & Correspondence

- Oversee operation and enhance functionality of new CRM membership database
- 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 membership correspondence

Membership Communications

- Implement, evaluate and revise strategy for communicating with members
- Oversee writing and design of monthly (digital) eNews to engage members in our conservation community
- Oversee writing, design and production (through an outside vendor) of quarterly (print) newsletters and an annual report that inspire and connect people with our work

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- Implement a regular schedule of communications with major donors
- Design membership materials, fundraising pieces and slideshow presentations
- Answer phone, greet visitors and respond to requests for information

Team Player

- Collaborate with other members of the development team and with other Great Peninsula Conservancy programs to advance organizational priorities and achieve GPC's mission
- Collaborate with Executive Director to develop and conduct occasional mini capital campaigns
- Participate in the Community Engagement Committee or others as assigned
- Other duties as assigned

Qualifications

- Two or more years of college or technical training
- Two or more years of experience in membership, communications or fundraising
- Proficient in graphic design and photo editing (Photoshop, InDesign and Publisher)
- Proficient in CRM database management
- Experience with email marketing tools
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook & Office 365)
- 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

Organizational Profile

Great Peninsula Conservancy (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 10,000 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 (max. two pages) to: sandra@greatpeninsula.org or Sandra Staples-Bortner, Great Peninsula Conservancy, 423 Pacific Avenue, Suite 401, Bremerton, WA 98337.

Application Deadline: June 13, 2018, or until filled.

Equal Employment Opportunity

At Great Peninsula Conservancy, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees. GPC believes that diversity and inclusion among our employees are critical to our success.