



Development & Communications Associate Job Description

Location:	Bremerton, WA
Salary:	\$42,000 – \$47,000
Benefits:	Health insurance, retirement, 15 days/year vacation, 12 days/year personal leave, & 12 holidays/year
Job Status:	Full-Time, Non-Exempt, Hybrid schedule negotiable (remote & in-office)
Reports To:	Development & Communications Manager
Deadline:	Applications accepted until position is filled

Great Peninsula Conservancy

Great Peninsula Conservancy (GPC) is a nonprofit accredited land trust dedicated to acquiring and stewarding ecologically valuable lands in our region in west Puget Sound, Washington. To date, GPC has preserved over 11,000 acres of evergreen forests, salmon streams, shorelines, and community greenspaces to help wildlife and people thrive. GPC is committed to creating inclusive environments and equitable opportunities within our organization, the conservation movement, and in the great outdoors. Come join a dynamic team of 12 dedicated to protecting wildlife habitat and connecting people with nature.

Position Description

The Development & Communications Associate is a critical member of Great Peninsula Conservancy's three-person development team, along with the Development & Communications Manager and the Executive Director. The Development & Communications Associate is responsible for achieving the membership and communications programs' financial and outreach goals. The role includes leading and implementing the annual giving program, increasing GPC's membership retention, cultivating new members, maintaining the donor database, and overseeing communications. The Development & Communications Associate is an enthusiastic conservationist who inspires people to be part of a community that cares for the land.

Responsibilities

Membership & Annual Giving

- Implement, evaluate, and revise strategy for growing membership, including prioritizing outreach to diverse communities
- Redesign and implement membership renewal program to increase retention and encourage members to transition into major donors
- Coordinate annual giving program, including annual appeals and online campaigns
- Oversee Kitsap Great Give and other relevant giving days, including marketing, solicitation, and acknowledgements
- Support fundraising and community events, including the annual Conservation Celebration and the Conservancy Circle & Legacy Society Reception

Database & Donor Recognition

Development & Communications Associate

Job Description

- Oversee operation and enhance functionality of Salsa CRM database
- Manage data entry and gift processing
- Ensure accuracy of all donor contact information
- Prepare and mail membership correspondence

Communications

- Write and design monthly E-News to engage members in our conservation community
- Write, design, and manage production of print newsletters and annual report that inspire and connect people with our work
- Maintain GPC's website through WordPress
- Manage GPC's social media program on Facebook and Instagram
- Design membership materials, fundraising pieces, and slideshow presentations
- Answer phone, greet visitors, and respond to requests for information

Qualifications

The Development & Communications Associate will have a strong identification with the mission and purpose of Great Peninsula Conservancy. The ideal candidate will be adaptable and work well in a collaborative, fast-paced, dynamic environment and will bring the following knowledge, experience, skills, and abilities:

- At least 1-2 years relevant work experience
- Bachelor's degree or comparable work experience
- Demonstrated writing and communications skills
- Proficient in graphic design (Adobe InDesign, Canva)
- Proficient in CRM database management
- Experience with WordPress, email marketing tools, and social media
- Proficient in Microsoft Office Suite
- Self-directed and capable of multi-tasking and problem solving
- Attention to detail and excellent organization skills

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At Great Peninsula Conservancy, we are dedicated to building a diverse and inclusive workplace. If you are interested in this role but your experience does not check all of the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.

To Apply

Email your cover letter and resume to Katherine Tacke, Development & Communications Manager at katherine@greatpeninsula.org.