



Communications & Development Coordinator Job Description

Position Type: Full time, exempt

Location: Bozeman, MT

Compensation: \$42,000 - \$47,000

Benefits: Major Medical Insurance, up to 5% match on a 401k, PTO, flexible scheduling

Application Deadline: June 6, 2022

Start Date: Early July preferred

About the Center for Large Landscape Conservation (CLLC)

CLLC is a nonprofit organization located in Bozeman, Montana. We bring science, policy, and proven solutions directly to communities working to protect and restore the health and climate integrity of the planet through large-scale conservation measures. CLLC is a leader in the fast-growing global movement to reverse landscape fragmentation, restore nature's resilience to climate change, and support community-led action. CLLC offers a supportive, flexible, and dynamic work environment. The organization works to actively cultivate an inclusive workplace and values the leadership, skills, and perspectives of people from diverse backgrounds. People of color, LGBTQ+ persons, and people from other historically marginalized communities are strongly encouraged to apply. This position is based in Bozeman.

Position Overview

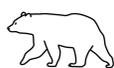
The Communications and Development Coordinator works closely with the other members of the Development and Communications team to help coordinate day-to-day functions related to communications, fundraising, and donor relations. The Coordinator will serve a critical role in fostering relationships with donors and potential donors, event invitees, subscribers, social media followers, and media outlets. The Coordinator will help plan and execute fundraising strategies for gifts at the annual giving level including direct response appeals and online campaigns. The ideal candidate will be a creative thinker and responsive to shifting priorities as communications and development opportunities arise and the programs grow. They will have excellent writing skills, keen attention to detail, a strong background in social media, and a commitment to helping the Center grow its base of supporters. This position is an excellent opportunity for an individual with a desire to learn and grow as a fundraising or communications professional with a fast-growing organization.

Development Essential Duties

- Maintain donor database to ensure accurate donor files, produce donor reports, perform prospective donor analysis and research, and perform routine database maintenance (ex: duplicate records searches).
- Process gifts received by the Center. Enter gifts in database and help draft and produce donor acknowledgement letters.

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- Explore the possibility of, and potentially execute, a print direct response fundraising program to support annual giving.
- Coordinate logistics for select in-person fundraising events and meetings.
- Coordinate logistics for virtual fundraising calls with donors and board. Together with the Communications Manager, coordinate virtual fundraising events like Give Big Gallatin Valley (May), Giving Tuesday (Nov/Dec), and Facebook fundraising campaigns.
- Work with the Development and Communications Managers to produce e-appeals, including writing, editing, configuring in Constant Contact, and compiling targeted mailing lists. Track and report on appeal performance.
- Support Development Manager in prospect research for both individual donors and foundations.
- Maintain/update annual fundraising and donor reporting calendar.
- Support Development Manager by maintaining complete grant files including all proposal documents and final grant agreements.

Communications Essential Duties

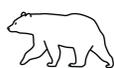
- Coordinate day-to-day social media activity and help strategize to grow number of followers: draft posts, sometimes in collaboration with other staff members; help maintain calendar of future posts for events and occasions; create engaging content such as stories and reels.
- Compile lists of conferences and other events related to landscape conservation and reach out to coordinators to connect them with Center staff as presenters.
- Support program staff with the creation and editing of PowerPoint presentations.
- Conduct online research on media outlets and reporters, helping to build and update media lists for different areas of work (science, Asia, wildlife, policy, etc.)
- Fact-check blog posts, emails, press releases, etc.
- Assist in tracking analytics from website, social channels, and email for reporting at regular intervals.
- Compile annual spreadsheets of staff presentations, papers, publications and other statistics for annual report.
- Organize and source photos, videos, and other visual assets to support written content (blog, social media, and PowerPoint) including stock, public domain, and occasional photographer requests; help keep photo library organized by following an archival protocol for naming, tagging, and filing images; respond to time-sensitive requests from other staff members for photos.
- Design basic graphics for social media and blog posts.
- Organize and maintain PowerPoint library on Google Drive.
- Occasionally author blog posts.

Minimum Qualifications

- Bachelor's degree
- 2+ years experience in an administrative, fundraising, or communications role; nonprofit or conservation experience a plus.

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- Excellent writing, editing, and proofreading skills
- Multi-tasker with good time management skills
- Strong attention to detail
- Proficiency with MS Office Suite including PowerPoint
- Significant experience in social media. Experience creating stories and reels desired.
- Data entry experience. Knowledge of donor databases a plus.
- Basic photo editing and graphic design skills
- Experience with email marketing platforms desired, especially Constant Contact.
- Basic knowledge of digital analytics, including Google Analytics, and social media channels' native insights.

Compensation

The salary range for this position is \$42,000 - \$47,000, depending on experience. Benefits include a retirement plan, health insurance, and generous paid time-off policy.

How to apply:

Please send the following materials by the application deadline **as a single PDF** to **admin@largelandscapes.org** and reference **'Communications and Development Coordinator'** in the subject line:

- A brief Letter of Interest explaining how your goals, skills and background fit the responsibilities of the role
- Resume
- Contact information for two professional references

The Center for Large Landscape Conservation is committed to creating an environment where diverse perspectives are welcome. We are proud to be an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law.

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