



Philanthropy and Communication Assistant  
Application review starts September 20, 2021. Open until filled.

**COLLABORATES WITH:** Philanthropy and Communication Team  
**REPORTS TO:** Director of Philanthropy and Communications  
**STATUS:** Full-Time Exempt  
**SALARY:** \$40,000-45,000 plus benefits (Negotiable, based on experience)

Inland Northwest Land Conservancy is seeking a detail-oriented individual, skilled in database management, event planning, and written communication to aid our team in scaling up our relationships with donors and other community stakeholders. This is a unique opportunity to join a growing team of conservation professionals to help accelerate conservation outcomes in the Inland Northwest. Our work is engaging, meaningful, challenging and dynamic, and we are seeking a team member with dedication and focus who will bring energy and humor to the job.

**POSITION SUMMARY:** The focus of this position is to increase the fundraising capacity of the Conservancy through database support and management, as well as ongoing donor communication. This individual will collaborate with the Director of Philanthropy and Communication and the Executive Director to create and implement strategies to help retain active donors, reengage lapsed donors, and attract new supporters to the organization.

**DUTIES AND RESPONSIBILITIES:**

*Manage development, production, and delivery of donation acknowledgments by:*

Maintaining, refining and managing the acknowledgement letter process. This includes accurate online gift splash pages, auto responder emails, printed letters, tribute cards, and monthly gift acknowledgements.

Executing donation acknowledgements for all donors

Supporting our gift acknowledgement processes and donor stewardship processes.

Optimizing our file structure of acknowledgement materials and gift correspondence.

*Monitor donations and work with donors to resolve telephone and email inquiries promptly, including:*

Processing donor gifts.

Record donor communications and stewardship promptly in Little Green Light and proactively reach out to monthly donors when there are issues with their card on file.

Update relevant donor and gift information in Little Green Light in a timely, accurate manner to support donor stewardship efforts and reporting.

Assist with reporting and analytics related to giving

*Work in tandem with Director of Philanthropy and Communications to organize successful fundraising and outreach events.*

Identify key messaging for events.

Develop promotional materials.

Oversee development of event collateral including booth displays, takeaways and audio/visual deliverables.

Collaborate with Director of Philanthropy and Communications and Conservancy volunteers to execute small house parties and other fundraising events focused on identifying, cultivating and stewarding major donors, planned giving donors, and highly-rated members.

**We conserve, care for, and connect with lands and waters essential to life in the Inland Northwest.**

Join Us

[www.inlandnwland.org](http://www.inlandnwland.org)

*Organizational and other:*

Represent the Conservancy at community functions and through professional affiliations. Assist with and coordinate correspondence with Board of Trustees, donors, volunteers and other interested parties.

Other duties as assigned by the Director of Philanthropy and Communications and the Executive Director.

**DESIRED QUALIFICATIONS and RELATED LIFE EXPERIENCE:**

- Expertise and detail-orientation for donor records management.
- Highly organized and with an eye for detail; able to meet firm deadlines.
- Savvy with common social media tools.
- Willingness to travel to off-site locations statewide, and to work occasionally on evenings and weekends.
- Committed to land conservation and the Conservancy's vision, mission, and values.
- Demonstrated knowledge of donor or customer relations.
- Practical problem-solving and organizational skills.
- Strong attention to detail and record keeping.
- Adept at multi-tasking and event planning with multiple stakeholders and on set timelines.
- Ability to adapt, perform under pressure, and work both independently and as part of a team.
- Excellent verbal and interpersonal communication skills; ability to speak about the organization's work in an articulate, professional, and compelling manner.
- Strong development communication and writing skills; able to effectively convey the organization's mission, priorities, and programs to diverse audiences in a variety of formats with solicitation, acknowledgement, and stewardship communications.
- Valid driver's license, personal vehicle, and automobile insurance
- Desire and ability to live and work in the region.
- Ability to lift 30 pounds and walk on steep or uneven terrain.
- Competent with standard computer software, including MS Word, MS Excel, MS PowerPoint, and e-mail.

**ADDITIONAL SKILLS THAT WILL STRENGTHEN AN APPLICATION**

- Project management experience.
- Background in donor development, moves management, client relations.
- Graphic design, layout, media relations experience.
- Experience with Adobe Suite a plus.

This is a full-time, salaried, exempt position that collaborates with the Philanthropy and Communications Team and reports to the Philanthropy and Communications Director. The Conservancy offers a competitive salary and benefits package. Our office is located in the Community Building in downtown Spokane, WA. We offer a smoke-free workplace with flexibility for remote, off-site working. Inland Northwest Land Conservancy is an equal opportunity employer, and we are seeking applicants from all backgrounds.

To apply: Submit a cover letter describing motivations, qualifications and related life experience, along with your resume, attached to the email, to: [ccorbin@inlandnwland.org](mailto:ccorbin@inlandnwland.org).

No phone calls please.