



## **JOB DESCRIPTION**

*May 10, 2017*

*Open until filled*

**Title:** Development and Outreach Coordinator

**Supervisor:** Executive Director

**Organization:** Dartmouth Natural Resources Trust in Dartmouth, Massachusetts

The Dartmouth Natural Resources Trust (DNRT) seeks an enthusiastic individual with appropriate experience and excellent communication and organizational skills to coordinate our development and outreach activities.

DNRT is a non-profit, membership-supported land trust, formed in 1971 by community members concerned about the future of Dartmouth. Its mission is to preserve and protect Dartmouth's natural resources for people and nature, forever. Over the years, DNRT has helped permanently protect over 5,000 acres of wetlands, wildlife habitat, farmland, forests, and scenic landscapes in Dartmouth, making us one of the most successful land trusts in the state. DNRT currently has more than 1,100 members, owns more than 1,700 acres of conservation land on 50 Reserves, and maintains more than 35 miles of hiking trails.

### ***Duties:***

#### Planning

- Participate in creating an annual marketing plan (for brand and revenue building)
- Assist in building outreach and development revenue and expense numbers for the annual budget

#### Development (increase DNRT annual revenue)

- Increase membership and giving level of existing members
  - Conduct new member initiatives
  - Increase member renewal rates and gift amounts
  - Cultivate and solicit donors
  - Maintain and leverage donor database
- Coordinate major fund raising and member events (such as Barn Bash, Trail Race, and Annual Meeting)

#### Outreach (build and promote the DNRT brand)

- Identify and coordinate partnerships with like-minded organizations
- Coordinate monthly Trail Walk series
- Participate in events that can promote DNRT membership
- Engage DNRT volunteers and committee members in support of outreach efforts

#### Communications

- Facilitate communications, including press releases, e-mail notices, website content, and social media, to keep members and prospective members informed of the benefits of DNRT

### ***Qualifications:***

- Experience in fundraising for a non-profit organization
- Ability to work enthusiastically with the public to promote DNRT and its conservation goals
- Strong written, verbal, interpersonal, and organizational skills
- Ability to work independently and as a team member
- Strong computer literacy skills, including database, website, and social media
- Willingness to work occasional evenings and weekends

### ***Compensation:***

This is a full-time position (40 hours/week) with a starting salary of \$45–50,000 depending on experience. A benefit package includes a SIMPLE IRA matching program (up to 3%), contributions toward health insurance, and generous vacation.

### ***Application:***

Please send a résumé and cover letter to Dexter C. Mead, Executive Director, DNRT

Mail: PO 70567, Dartmouth, MA 02747 / E-mail: [dexter@dnrt.org](mailto:dexter@dnrt.org)