



NORTHWOODS LAND TRUST

PO BOX 321, EAGLE RIVER, WI 54521-0321
(715) 479-2490, nwlt@northwoodslandtrust.org

Position Description – Membership & Development Coordinator

Northwoods Land Trust Background: The Northwoods Land Trust (NWLTL) promotes conservation by private landowners of natural shorelands, woodlands, wetlands and other natural resources, as public benefits for present and future generations. Based in Eagle River, the Northwoods Land Trust covers areas of Vilas, Oneida, Forest, Florence, Iron, Price and northern Langlade counties in northern Wisconsin's lake country. NWLT primarily works with donations of conservation easements and conservation lands, with over 11,000 acres and 60 miles of lake and river shorelines protected.

Supervision: Executive Director, Northwoods Land Trust

Overview of Position:

The Membership & Development Coordinator is a part-time position with the number of hours available allocated according to an annual budget approved by the Board of Directors – currently up to 20 hours/week. The Membership & Development Coordinator provides both administrative office assistance and professional fundraising support under the general direction of and in cooperation with the Executive Director, the NWLT Board of Directors and NWLT committees, and other staff to successfully manage and achieve the mission of the Northwoods Land Trust.

Duties and Responsibilities: (50% time total)

Memberships & Administrative Assistance (30%)

- On a weekly basis, assist the Executive Director with recording deposits of funds, and prepare acknowledgements of memberships and other contributions for the ED's signature.
- On a weekly basis, enter all contributions into the NWLT MS-Access database, including updated mailing addresses and other contact information.
- On a monthly basis prepare and distribute membership renewal request letters.
- Enter updated addresses and other contact information for volunteers, landowners and other interested supporters to keep the newsletter mailing list on the MS-Access database current.
- Conduct other general administrative support tasks as requested for the operation and development of the organization such as filing records and generating reports for maintaining national land trust accreditation.

Development/Fundraising Assistance (20%)

- Prepare, coordinate and implement direct mail membership drives for recruitment of new members and supporters.
- Coordinate and host special "friend-raising" events for volunteers and major donors (conservation easement donors, land donors, foundation grantors, and other major supporters).
- Help to develop grants, gifts, "legacy" planned giving and bequests, and other contributions from government agencies, corporations, foundations, family and individual members and donors.

- Help develop and implement an effective land conservation outreach program with NWLT's small visitor center area, including coordination and training of volunteers for assistance with staffing the center for regular visitor hours.

Minimum Qualifications:

Education – Prefer a B.A. or B.S. degree and experience in communications and nonprofit fundraising with demonstrated knowledge of natural resources.

Experience - Two years of professional experience with a nonprofit organization or conservation agency.

Skills – Enthusiasm, dedication and commitment to the NWLT mission; ability to work effectively with volunteers, boards and committees, private land owners and a wide variety of other groups and individuals; ability to manage budgets, write grants and raise funds; excellent communication skills; effective writing skills; proficiency with computer applications and office systems including Microsoft Word, Excel, Access, PowerPoint and social media; and ability to work on a regular schedule, but with flexibility to include occasional nights and weekends.

Wages & Benefits:

This position is considered a regular, part-time employee of the Northwoods Land Trust, with limited benefits as described in the Northwoods Land Trust Personnel Policy Manual. The employee will work on an hourly basis, with the number of hours limited by the Board-approved annual budget. Said budget may be adjusted periodically by the Board.

The hourly wage rate is dependent upon experience and is negotiated with the NWLT Executive Director. Starting pay range is \$18 to \$20/hour.

The employee's primary work schedule is based on the regular open hours of the NWLT visitor center, but may also include occasional evenings and weekends. The total number of hours available to work in any given month should not be exceeded without the express permission of the Executive Director.

Wages are paid on a monthly basis, the first working day of each month for hours worked the previous month. Time sheets are required to document the hours worked, and must be signed by the employee and submitted to the Executive Director by the end of each month.

How to Apply:

Application Deadline is March 20, 2018.

Qualified candidates should mail their resume and cover letter, with a list of three references, to:
Bryan Pierce, Executive Director
Northwoods Land Trust, Inc.
P.O. Box 321
Eagle River, WI 54521

Candidates attending the Gathering Waters Land Trust Conference March 8-10 should contact the NWLT Executive Director at the event.