



## **MEMBERSHIP AND OUTREACH COORDINATOR**

### **Job Description**

**Title:** Membership and Outreach Coordinator  
**Supervisor:** Development Director  
**Office Location:** Driggs, Idaho  
**Salary:** \$32-35K/year depending on experience plus benefits  
**Application Deadline:** Applications will be reviewed beginning September 9, 2016. Position open until filled.  
**Start Date:** Early October, 2016.

The Teton Regional Land Trust is seeking a full-time Membership and Outreach Coordinator. This position is a full-time, entry-level professional position with competitive salary and benefits. The Membership and Outreach Coordinator works closely with the Executive Director, Development Director and Development Team to craft the message and image of the Teton Regional Land Trust. Core duties include the coordination of communications, membership, and events, as well as various outreach and volunteer activities. This position requires considerable organization, interpersonal and communication skills, as well as proven initiative and creativity. The position will also help foster an appreciation for conservation of working and wildlands through a commitment to donor/reader centered communications (print and visual) to inspire and engage supporters. Position involves outreach and cultivation of land trust supporters through a team based approach to fundraising and donor engagement.

### **PRIMARY RESPONSIBILITIES: (will vary from year to year)**

#### **Communications 35%**

- Manage the development, distribution, and maintenance of all print and electronic materials including, but not limited to, newsletters, enews, press releases, brochures, postcards, invitations, advertisements, presentations, and promotional materials and website
- Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly. Produce written, visual and video content for and website and suite of social media outlets
- Write and edit grants to support the organizations operations
- Organize, enhance, and maintain photo and video library
- Work with TRLT staff and landowners to create and compile conservation stories
- Attend conservation partnership meetings and produce materials to highlight conservation projects, programs, and initiatives
- Maintain strong working relationships with members of the media as well as local photographers, graphic designers etc.

#### **Grassroots Membership Program 25%**

- Develop and enhance monthly giving program
- Manage communication with donors and members
- Work with development team to complete and distribute membership renewal letters, special appeals, and new member welcome letters
- Coordinate completion of and send membership updates
- Generate and send thank you and gift acknowledgement letters
- Coordinate Tin Cup mailing and thank you letters

**Event and Outreach 25%**

- Plan and publicize a suite of membership and outreach events
- Lead staff, board and volunteers to professionally execute events
- Assist Development team with planning and execution of major donor events
- Obtain sponsors, raffle and auction donations to offset event costs
- Manage the purchase of promotional materials and the sale of materials at events and in the office
- Oversee member and volunteer appreciation activities

**Volunteer Coordination 15%**

- Develop and coordinate volunteer program for events, office tasks, and field activities
- Coordinate volunteers and resources around TRLT education teacher trunks

**Other**

- Attend staff, development team, and board meetings
- Other tasks as assigned

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in communications, graphic design or other applicable field
- At least 3 years relevant work experience, preferably at a non-profit organization
- Background in marketing, communications, and social media

**KNOWLEDGE, SKILLS AND ABILITY:**

- Proven oral and written communication skills
  - Preferred skills include computer proficiency in MS Office, Photoshop, Indesign, and Wordpress
  - Creative, enthusiastic, friendly personality who enjoys working with people; willingness to collaborate as a team with a wide variety of participants, including staff, board, volunteers, contractors and interns
  - Highly organized and able to manage multiple projects simultaneously, establish priorities and meet project deadlines
  - Willingness to stay up to date with technology and enhance skills through professional development and training
  - Strong commitment to, and knowledge of working and natural landscapes
  - Willingness to take on assignments as needed to help TRLT meet its goals
  - Proven experience creating compelling digital and print media, images, videos etc
  - Ability to work independently with little direction
- Familiarity with wildlife and conservation issues in the Intermountain West

**QUALIFICATIONS**

- Valid driver's license
- Flexible schedule: job duties may require long hours and occasional evenings and weekends

**As part of your application packet, please include the following:**

- Writing sample (could include persuasive writing, fundraising appeal letter, grant application, etc.)
- Social media sample (could include Facebook post, video content, other, etc.)
- Graphic design/print media (could include poster, newsletter, etc.)

**Application: Please send cover letter, resume, two professional references, and writing/design samples to: [job@tetonlandtrust.org](mailto:job@tetonlandtrust.org) with the Subject line titled, *"Membership and Outreach Coordinator"*.**

Electronic application is preferred. **No phone calls please.**

You may also send your application to: P.O. Box 247, Driggs, Idaho 83422