Position: Development Coordinator  
Reports to: Deputy Director  
Position Type: Full-time salaried  
Location: Montpelier, VT

Northeast Wilderness Trust (Wilderness Trust) conserves forever-wild landscapes for nature and people. The Wilderness Trust safeguards more than 35,000 acres across New York, Vermont, New Hampshire, Maine, Massachusetts, and Connecticut. We are the only regional land trust in New England focused exclusively on wilderness conservation. The Development Coordinator position represents an exciting opportunity to join a growing team of wilderness advocates and play a central role in raising funds to conserve nature for nature’s sake.

The Coordinator will be an integral member of our small team and will develop fundraising plans, create and execute strategies for garnering new support, and coordinate fundraising activities. The position responsibilities include but are not limited to:

- Create and implement a fundraising plan focused on generating revenue that encourages support and boosts regional involvement; the plan will be used as a general blueprint by the team to guide development activities
- Advance development efforts of prospect and donor data and create informed analyses of potential prospects
- Secure new donors by developing and implementing strategies to grow support that tie into outreach events and other opportunities
- Lead development and grant writing efforts across all programs
- Coordinate a development calendar of proposal applications and reporting deadlines and grant proposal submissions in a timely fashion
- Maintain foundation and major donor master files and tracking sheets
- Coordinate donor communication messaging for gifts and awards as appropriate for social media and website
- Manage major donor master list and coordinate outreach to major donors
- Maintain donor database, manage donor reports and data for appeals
- Process and record contributions by donors
- Manage and facilitate donor gift acknowledgements
- Coordinate new donor packet mailings
- Support growth of the Forever-Wild Circle; the Wilderness Trust’s monthly donor program
- Track and report on development activities to staff and the board of directors
- Generate quarterly reports and track metrics on all development and fundraising activities
- Frequently travel to events and donor meetings

The Coordinator reports directly to the Deputy Director and will work collaboratively with other staff. The position will also work with the Development Committee of the Board of Directors.
Required Education and Skills:
- Energetic, self-motivated team player who thrives on accomplishing goals, getting results, and improving the organization’s bottom line
- Exceptional organizational and time management skills to meet deadlines
- Ability to thrive in a fast-paced and team-oriented work office environment
- Ability to manage multiple projects simultaneously
- Excellent verbal and written communication skills, especially on topics related to conservation and wilderness
- Ability to handle sensitive information appropriately and with discretion
- Creativity and attention to detail/ability to write and edit content
- Experience with fundraising software
- Demonstrated experience with successful grant writing
- Documented success in developing sophisticated prospect research and communications
- Proficient in Microsoft Office
- Willingness to work outside of your job description and work collaboratively with the team on changing priorities and a variety of projects simultaneously
- Excellent interpersonal skills to work effectively with a small staff

Desired Skills:
- Experience with Adobe Creative Cloud, WordPress, and Constant Contact or similar programs.
- Experience with event coordination and support

Benefits offered by Northeast Wilderness Trust:
The Wilderness Trust offers a range of benefits including: workers comp; health care; 401k plan; paid vacation and sick leave; short-term leave; professional development opportunities; and sabbatical leave.

How to Apply:
Interested candidates should submit a cover letter, resume with three professional references, and a writing sample as a single combined PDF file to Cathleen Maine at jobs@newildernesstrust.org. Application deadline is February 28, 2020.

Northeast Wilderness Trust is an Equal Opportunity Employer.