



# GREENWICH LAND TRUST

## **Full-Time, Development & Communications Manager**

*Greenwich Land Trust (GLT) conserves open space, connects our community with the natural world, and inspires the next generation of conservationists. The Land Trust permanently protects and cares for more than 848 acres of woodlands, wetlands, orchards, and meadows throughout Greenwich, preserving the ecological integrity, historic character, and scenic beauty of our community.*

**Job Title:** Development & Communications Manager

**Status:** Full-time, exempt 40 hours per week

**Role:** The Development & Communications Manager is a full-time position reporting to the Executive Director. The Development & Communications Manager will lead all aspects of fundraising efforts including appeals and campaigns, special events, donor relations and engagement, and management of the donor database.

### **Responsibilities:**

#### ***Development & Donor Management***

- Develop and implement Annual Appeal and Membership Campaign
- Manage donation platforms and donor database including inputting donations and generating acknowledgement letters and reports
- Steward current donor relationships and conduct individual, business, and foundation prospect research
- Assist in actively seeking out opportunities for revenue generation and strategic partnerships
- Manage the preparation, design, and distribution of the Annual Report
- Lead the grant-writing and management effort
- Support the Executive Director in Board of Director relations and activities including fundraising efforts and committee meetings
- Provide bookkeeper with ongoing information about donations and deposits, and reconcile regularly

### ***Special Events***

- Plan, coordinate, and implement Greenwich Land Trust's fundraising events including *An Evening at the Farmstead*, *Go Wild!*, Annual Meeting, and other events as planned
- Maintain event budgets
- Act as primary contact, lead meetings, and set agendas and timelines for event committees
- Organize invitations, responses, materials, and follow-up
- Produce content for event advertising in newspapers, magazines, and social media
- Attend all events, liaise with attendees, and troubleshoot any issues

### ***Marketing & Communications***

- Develop and execute a communications plan including press release, event communications, and brand management
- Maintain and update email distribution lists
- Manage website and updates
- Oversee GLT social media platforms
- Act as general press contact, and promote GLT events, activities, and accomplishments in the news
- Take photos as necessary to support communications and events materials

### **Job Requirements & Qualifications:**

- Minimum of 3 years of work experience, preferably in non-profit development or communications
- Bachelor's degree from an accredited university or college
- Highly organized, accurate, with a strong attention to detail
- Exceptional written and verbal communication skills, ability to take initiative and work independently
- Ability to handle multiple projects, and work independently and efficiently to meet deadlines
- Proficient in Microsoft Office Suite and social media platforms
- Knowledge of fundraising and email marketing software (DonorPerfect, Flipcause, and Constant Contact a plus)

### **Compensation:**

The successful candidate will be offered a competitive compensation package. Compensation package includes salary (\$55,000 - \$65,000 depending on experience), health care benefits, retirement plan, life insurance, paid vacation, and holidays. No relocation funding available.

Greenwich Land Trust is committed to a diverse and inclusive workplace. We are an equal opportunity employer and strongly encourage candidates from all backgrounds to apply.

### **To apply:**

Please send your resume with cover letter to Will Kies, Executive Director, at [will@gltrust.org](mailto:will@gltrust.org).