

Job Posting

Organization: Mississippi Valley Conservancy

Location: La Crosse WI

Position: Development Coordinator

Full time salaried position

About Mississippi Valley Conservancy

Founded in 1997, Mississippi Valley Conservancy is a nationally accredited regional land trust that has permanently protected more than 21,600 acres of scenic lands in southwestern Wisconsin by working with private landowners, businesses and local communities on voluntary conservation projects. The focus of the Conservancy is to conserve the forests, prairies, wetlands, streams and farms that enrich our communities, for the health and well-being of current and future generations.

Job Summary

This position will work closely with the executive director to advance land protection in the Driftless Area by building capacity for Mississippi Valley Conservancy and increasing engagement of supporters. You will be part of a team of enthusiastic professionals, who are dedicated to land protection, habitat restoration, and environmental outreach and education.

This position will focus on three areas of fundraising.

1. Development, including the annual member program, donor cultivation, donor retention, and corporate partners.
2. Tracking and coordinating grant application and reporting dates. Collaborative grant writing.
3. Lead, plan, coordinate and implement the Conservancy's donor appreciation event and annual fall fundraiser.

Annual Membership

Working in partnership with the Executive Director and Finance and Operations Manager:

- Learn and implement the membership renewal process including updating renewal and thank you letters annually.
- Assist Executive Director in preparing spring and fall appeal letters.
- Manage sustaining memberships with a goal to increase givers and giving numbers.
- Cross-train with Finance and Operations Manager on the donor database system to maintain database member records related to types of gifts, pledges, restrictions, due dates, gift histories and mailing lists.
- Generate donor reports and documentation of gifts at the request of the Executive Director.
- Provide donor research as requested by the Executive Director.
- Organize and coordinate volunteers for mailings and send timely thank you notes to volunteers.
- Work with the Advancement Committee to coordinate annual donor thank you call programs, including generation of calling lists and assignment of board callers.

Donor Cultivation

Working in partnership with the Executive Director:

- Analyze and implement programs and strategies for the long-term cultivation, solicitation, and stewardship of development prospects.
- Assist Executive Director in scheduling relationship building and cultivation opportunities of major donors through notes, calls and visits.

- Develop effective working relationships with non-major donors, volunteers, to nurture their connections to the organization.
- Participate in budget development.

Corporate Partners

- Maintain and build corporate partnership support.
- Research corporations for shared values.

Grants

- Lead the tracking of grant application and reporting deadlines.
- Assist with grant writing.
- Research foundations for additional grant opportunities.
- Maintain grant spreadsheet.

Events

- Plan coordinate and implement the donor appreciation event and fall fundraiser.
- Collaborate with Communications Director to develop promotional theme, requirements, and timeline for event communications.
- Work with Executive Director to identify and retain event venues.
- Work with staff and committee to identify and solicit high-value auction items for fall fundraiser.
- Coordinate theme with decorations and accessories for events.
- Create item descriptions for auction booklet.
- Create a seamless, balanced and enjoyable experience for potential donors through effective leadership and recognition techniques.
- Represent the Conservancy in a positive manner at all times, including working with staff, volunteers, and vendors.
- Assess outcome of each event and make recommendations for improvements.

Qualifications

- Possess a deeply rooted commitment to our mission and values related to the work we do.
- Excellent people, listening and collaboration skills.
- Strong ability to maintain discretion and strict confidentiality.
- Experience working with volunteers and non-profits.
- Occasional evening and weekend work will be required.
- Intermediate level proficiency with MS Office software, including Word, Excel, PowerPoint and Outlook.

Compensation: \$37,000 - \$42,000. Mississippi Valley Conservancy offers skills training, health insurance, a retirement package, 12 paid holidays, two weeks of vacation, and a collaborative and flexible work environment. At the Conservancy you will find a culture that supports and inspires conservation achievement and personal development.

To Apply: Email a cover letter, resume to carol@mississippivalleyconservancy.org, by June 30, 2021.