



Cedar Lakes Conservation Foundation Job Posting

Job Position: Development Coordinator

Type: Full-time salaried

Salary Range: \$40,000 - \$45,000

Location: West Bend, WI

The Cedar Lakes Conservation Foundation (CLCF) is a nonprofit land trust based in West Bend, WI. Our mission is to conserve the natural environment of the Cedar Lakes region. CLCF's vision is to sustain the abundant natural beauty, clean water, and biodiversity of the Cedar Lakes region for generations to come. We are a results-oriented organization and work to create an inclusive, diverse and equitable workplace. Since 1974, we have permanently protected over 2,900 acres of land—or just over 20% of our mission area. Learn more about us at www.conservecedarlakes.org.

The Position: We are looking for an experienced communications professional with fundraising experience who is enthusiastic about connecting people with nature to serve as Development Coordinator. This newly created role provides a rare opportunity for the right candidate to grow CLCF's conservation legacy while building new relationships within our donor and business community as we celebrate our 50th anniversary and launch an inspiring new Strategic Plan. The Development Coordinator will be responsible for managing CLCF's communications, community outreach and events. This person will connect people with nature through free community field trips and events on land CLCF has helped to protect. This person will also create our Mailchimp, social media, and website communications.

Reports to: CLCF's Executive Director

Primary Responsibilities:

Outreach and Communications (40%)

- **Email Marketing:** Create, manage, and optimize email communications to supporters, partners, and prospects using MailChimp.
- **External Communications:** Collectively work with other staff members to gather and develop informative and entertaining content for CLCF's biannual Newsletter, write press releases, and create editorial content for advertorial and partner communications.
- **Social Media:** Work with other staff to create content for social media and regularly post to Facebook and Instagram. Monitor and record impressions and interactions with followers.
- **Website Management:** Regularly add new content to website, including news items, job postings, events, etc.
- **Outdoor Media:** Work with staff to update or create signage for CLCF's preserves and protected lands.

Event Development and Management (40%)

- **Environmental Education:** With staff, plan and implement 6-8 Walk & Talks annually.

- Fundraising Events & Community Outreach: Plan and implement with staff and volunteers other CLCF special events such as CLCF's Snowshoe Shuffle, Kayak Tour, History Talk, Race for Open Space Trail Run, biennial Somewhere in Time Gala, biennial Thank You Event, Cocktails and Conservation Gatherings, and Munch & Learn Talks (among others).
- Develop and manage event budgets, including soliciting financial sponsors for events.
- Build relationships with partner organizations to create fun, engaging events that appeal to diverse community members.
- Engage and coordinate volunteers, staff, and Board to help with logistics at events and field trips.

Grants (20%)

- Build upon and create new relationships with grant funders through correspondence, calls and meetings.
- Lead the tracking of grant application and reporting deadlines.
- Assist with grant writing.

The above lists are intended to describe the general nature and level of work being performed by the person in this position. They are not intended to be exhaustive lists of all responsibilities and duties required of this person.

Essential Job Capabilities:

- Experienced outreach, events, or fundraising professional.
- A clear, creative and friendly communicator with strong writing, editing and speaking skills.
- Organized, thorough and detail-oriented.
- Curious, flexible, and enthusiastic about connecting people with nature.
- A team player who enjoys collaborating with diverse people and partner organizations.
- Comfortable representing and promoting the goals of CLCF.
- Available to work occasional evenings and weekends.

We know there are great candidates who may not check all of these boxes. We also know you might bring important skills that we haven't considered. If this describes you, don't hesitate to apply and tell us about yourself.

Required Qualifications:

- Four-year or advanced degree in business, communications, public relations, natural resources, ecology, earth science or related discipline.
- Demonstrated knowledge of email marketing and digital marketing best practices, including analytics, SEO, and paid social posts.
- Impeccable written and oral communication skills.
- Possess a deeply rooted commitment to our mission and values related to the work we do.
- Possess confidence and passion for networking and relationship building.
- Excellent people, listening and collaboration skills.
- Strong ability to maintain discretion and strict confidentiality.
- Experience working with volunteers and nonprofits.

- Experience with donor management software preferred.
- Intermediate level proficiency with Mailchimp and MS Office software, including Word, Excel, Outlook, PowerPoint, and Microsoft Teams. Database and email campaign experience strongly preferred.

Compensation and Benefits:

- Salary range \$40,000 to \$45,000 based on experience and specific expertise.
- Full-time, exempt position, working 40 hours per week.
- In the first year, we offer 12 days of vacation (increases with years of employment), 10 days compassionate and medical leave per calendar year, and 10 paid holidays (including two floating paid holidays).
- We provide a \$4,800 medical stipend and a 3% of annual salary match to a Simple IRA once qualified for the program.
- We foster a respectful, collaborative, and fun work environment.
- We are an organizational culture that seeks, integrates, and nurtures self-direction, collaboration, diversity, equity, and inclusion with all employees.

Our Hiring Process and Timeline:

- We will review applications on a rolling basis until the position is filled.
- Our hiring team will conduct interviews when qualified candidates are identified.
- Finalists will be invited to a second-round interview; at that time, we will ask for three professional references.

To Apply:

- At your earliest convenience, please submit a resume and brief (one page) cover letter, including where/how you first found out about this position and why the position intrigues you and email to Executive Director, Linda Mutschler at lmutschler@theclcf.org.
- We look forward to your application!