

Development Director - Nantucket Land Council

Key Responsibilities:

- Maintain Sage Fundraising 50 membership database
 - Enter gifts
 - Create Tax Receipts
 - Process credit card gifts
 - Update Addresses Seasonally
- Coordinate all fundraising activities:
 - Direct mailings
 - Online giving
 - Develop a planned giving program
 - Develop a comprehensive donor recognition program
- Coordinate all special events
 - Annual Members Meeting
 - Fundraising dinner at Galley Beach
 - Young Friends Event
 - Annual Love of the Land Art Exhibition
 - Annual NOFA Organic Land Care Re-accreditation Course
- Coordinate all Public Relations activities:
 - Writing and distributing Press Releases,
 - Creating Advertisements, (Newspapers, online, NPR, etc.)
 - Semi-Annual Newsletters and Quarterly E-Newsletters
 - Coordinating / Designing the Annual Report
 - Updating Website Content
 - Maintaining Facebook Page
- Maintain Office Environment:
 - Ordering Office Supplies
 - File and Archive Press & Publicity
 - Maintain Legal Library
 - Prepare Reports for Annual Audit
 - Taking Minutes at Monthly Board Meetings
 - Maintain Communication with Board of Directors

Key Qualifications

- Strong interest in environmental protection / conservation
- Experience with public relations / communication / marketing
- Excellent written and verbal skills
- Experience coordinating events
- Self-motivated, organized, able to multi-task
- Experience with Sage Fundraising 50 preferred, or similar software an asset
- Experience with Adobe Creative Suite preferred

Please submit your résumé and cover letter to: nlc@nantucketlandcouncil.org by September 15th.