



## Job Announcement: Development Assistant

Full-time, salaried, with benefits

Wood River Land Trust is a local conservation non-profit working to protect and sustain the treasured landscapes and life-giving waters of the Wood River Valley and to inspire love for this special place for generations to come. Based in Hailey, ID, our staff of 8 serves the Wood River Valley and surrounding areas. We work in partnership with municipalities and other community organizations to protect and manage open spaces that provide places where wildlife can flourish and people can connect to nature and each other.

### SUMMARY OF POSITION

The Development Assistant plays a key role in supporting conservation work in the Wood River Valley by communicating the important link between donor and community support and being able to protect the places we love. The person in this position will understand the importance of providing accurate, timely, and personalized recognition for gifts, fostering meaningful relationships with donors and community supporters, and creating experiences that bring more people into relationship with the Land Trust.

### POSITION RESPONSIBILITIES

*Database Management/Reporting (30%)* – The person in this position will be the primary responsible party for managing and maintaining the Land Trust’s donor database, including:

- Process all gifts and generate acknowledgements, and maintain proper documentation and files for all gifts.
- Maintain accurate contact information for donors, including updating information gained from research, prospecting, reviews of obituaries, marriages, etc.
- Enter notes related to donor interactions and slate follow up interactions into the donor stewardship calendar.
- Run reports to track, plan, or implement mailings, events, projects, etc.

*Development (30%)*

- Donor Stewardship. Serve as an integral part of the development team in the stewardship of all donors. Take a lead role in stewardship of gifts under \$250 and assist the Director of Development in maintaining stewardship for major gifts +\$250.
- New Donor Initiatives. Cultivate new donors with an emphasis on programs for gifts under \$250; for example - monthly giving programs, Idaho Gives, Giving Tuesday and other community engagement programs.
- Major Gifts Support. Assist Director of Development in tracking interactions with donors and suggest/schedule future touches. Assist in providing background research, reports and maintaining information on top donors.
- Marketing/Outreach/Communications. Assist with outreach materials, distribution and activities in coordination with the Community Engagement Coordinator, including social media, newsletter, and website.

*Organizational Mailings (15%)* – Support development staff in production of direct mailings by providing customized mailing lists, drafting letters and using mail merge, and coordinating production with other staff and/or volunteers.

*Event Planning and Assistance (15%)* – Plan and assist with special donor events and community engagement events, including assist with logistics, day of execution, addressing volunteer needs, flyer distribution, outreach, follow up, etc.

*Front Desk (5%)* – Oversee the WRLT front desk; serve as primary phone receptionist, greet visitors, and respond to inquiries, electronic and otherwise, from prospective donors and members of the public.

*Administrative Support (5%)* – Assist with general office duties including special projects.

Other Development duties as requested. This position reports to the Director of Development.

## QUALIFICATIONS

*Education:* University degree in related field or a combination of post-secondary education with demonstrated, comparable experience.

*Prior Experience:* Prior experience in development and/or with a non-profit organization preferred, but not required.

*Skills & Abilities:*

- Proficient in Microsoft Office
- Proficiency in constituent relationship management databases is a plus. The Land Trust uses Bloomerang for its donor database. Experience with Bloomerang is highly desirable, however on-the-job training is also available.
- Detail-oriented and reliable, with excellent oral and written communication and problem-solving skills.
- Excellent judgement and calm demeanor under pressure.
- Excellent organizational skills. Ability to set priorities, manage time and diverse activities, remain flexible under pressure, and manage multiple projects/deadlines efficiently.
- Demonstrated ability to work individually and as part of a team.
- Willingness and ability to address conflict in a constructive manner.

## COMPENSATION

\$37,500-\$40,000 annually, DOE with generous benefits package, including 3 weeks paid vacation, 401k retirement plan with 3% employer match, 100% employer paid health and dental insurance, and flexible schedule.

## STATUS

This is a full-time salaried position based in Hailey, ID. Some after-hours and weekend work activities will be required.

To apply, please submit a resume, cover letter, and 3 references to:

Courtney Jelaco, Director of Development  
[cjelaco@woodriverlandtrust.org](mailto:cjelaco@woodriverlandtrust.org)