Squam Lakes Conservation Society
Communications & Development Coordinator

Job Description

SLCS is looking to hire an energetic team player as their Communications & Development Coordinator. Responsibilities include coordinating marketing materials and public relations, maintaining donor records, conducting prospect research, organizing office functions such as mailings and inquiries, help organize board and committee meetings, and generally provide support to all aspects of this well-established, accredited, and growing land trust.

Good writing skills, sense of humor, and knowledge of social media are essential. This is a full-time salaried position with benefits. Applications will receive best consideration prior to November 6, 2020, but will be accepted until the position is filled. Start: 12/14/2020.

DUTIES:
Communications
- Creative and editorial control of three newsletters annually and one annual report.
- Layout, editing, and distribution of all brochures, cards, invitations, etc.
- Maintain website (WordPress).
- Distribute regular social media content (Constant Contact, Facebook, Instagram, etc.)

Events and Awards
- Design and distribute all correspondence associated with events.
- Create volunteer and landowner recognition awards.
- Coordination of volunteers for Annual Meeting and occasional projects.
- Organize events, such as notices, food, rentals, etc. (infrequent).

Development
- Work closely with the Executive Director, the primary development officer.
- Maintain donor records and correspondence.
- Prepare solicitations and acknowledgements.
- Manage donor database information (DonorPerfect and eventually Salesforce).
- Provide support to fundraising campaigns.
- Coordinate major donor initiatives.
- Conduct prospect research.
- Build relationships with members.

Office Administration
- Organize and coordinate mailings.
- Maintain corporate records.
- Coordinate finances with Executive Director and Bookkeeper.
- Answer phone and direct office traffic.

Organizational
- Central role in Communications Committee and Development Committee activities.
- Provide support to Executive Director and Board of Directors.
- Prepare minutes and notices of board meetings.
- Support Committees via room setup, phone, virtual links, etc.

Please contact Roger Larochelle, Executive Director, Squam Lakes Conservation Society
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