

Squam Lakes Conservation Society
Communications & Development Coordinator
Job Description

The Squam Lakes Conservation Society is seeking an energetic team player to join their staff as the Communications & Development Coordinator. Responsibilities include coordinating marketing materials and public relations, maintaining donor records, conducting prospect research, organizing office functions such as mailings, inquiries, board and committee meetings, and generally providing support to all aspects of this well-established (1960), accredited, and growing land trust. The Conservation Society's mission is to preserve the unique quality and character of Squam by protecting lands for present and future generations.

Good writing skills, sense of humor, social media familiarity, and development experience are important. This is a full-time salaried position with benefits. Salary range: \$44,000 and up, based on experience. Applications will be accepted until the position is filled.

DUTIES:

Communications

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

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).
- Provide fundraising support, including a new community-wide campaign.
- 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.
- General office tasks, such as picking up mail, sharing phone duty, etc.

Organizational

- Coordination of volunteers for Annual Meeting and occasional projects.
- Organize events, such as notices, food, rentals, etc. (infrequent).
- Help lead Communications Committee and Development Committee activities.
- Support all committees via room setup, phone, virtual links, etc.
- Provide support to Executive Director and Board of Directors.
- Prepare notices of board meetings and occasionally take minutes.

Please send cover letter and resume to Roger Larochelle, Executive Director, Squam Lakes Conservation Society, PO Box 696, Holderness, NH 03245 roger@foreversquam.org