



LAKE GEORGE LAND CONSERVANCY

Events & Fundraising Coordinator

Position Status: Full-time/Non-exempt

Reports to: Executive Director

Salary Range: \$40,000 to \$48,000

Position Summary: The Events & Fundraising Coordinator constructively engages the community in the LGLC's work through communications, educational programs, events, and other means. This position will take a lead role in the LGLC's events that educate the community about our work, strengthen relationships with donors, and celebrate our conservation successes. The Events & Fundraising Coordinator will also play an important role in the LGLC's relationship-based model of fundraising, building relationships and assisting with fundraising campaigns. This position reports to the Executive Director (ED) and interacts closely with the Communications & Outreach Manager and the Donor Relations Manager.

Essential Duties:

EDUCATION & OUTREACH (50%)

- **OUTREACH EVENTS:** Coordinate LGLC outreach events including the Living Lands Series, Discovery Series, Hike-A-Thon, and others that may arise from time-to-time. Solicit business sponsors and community funding to support these events.
- **MARKETING:** Assist the Communications & Outreach Manager by managing LGLC's social media presence and collaborating on other written communications.
- **NEXT GENERATION:** Take an active role in fostering the LGLC's NextGen Committee, with a focus on events including Summer Solstice and Amy's Race.
- **VOLUNTEER COORDINATION:** Assist staff in volunteer outreach, planning volunteer events and using database to track volunteers and other non-financial supporters.

FUNDRAISING & DONOR RELATIONS (50%)

- **FUNDRAISING EVENTS:** Lead the logistics and coordination of LGLC's summer gala, our primary annual funding event, and assist Donor Relations Manager with other donor cultivation events.
- **FUNDRAISING APPEALS:** Support Donor Relations Manager in fundraising appeals, including identification of supporters and design of promotional materials (using Adobe InDesign).
- **DATABASE MANAGEMENT:** Help maintain the LGLC's donor database (Little Green Light CRM) recording donations and contacts, preparing donor reports, writing gift acknowledgements, and processing of donations in a timely manner.
- **DONOR LEADS:** Perform research into potential donors and partner with Donor Relations Manager to tailor donor outreach to prospects.

Qualifications: Qualifications required to excel in this position can come from a range of educational, professional, and lived experiences. Below we describe what we believe to be important qualifications for a candidate to have while remaining open to the diversity of experiences that can lead to these skill sets. Position descriptions are often presented in a way that leaves qualified candidates feeling unwelcome, intimidated, uncomfortable and/or unqualified to apply. Recognizing that, we strongly encourage anyone who feels passionate about this work and believes they have what it takes to thrive in this role to apply.

- Bachelor's degree in communication, environmental studies, marketing, or related fields.
- Demonstrated interest in land conservation and in the LGLC's mission.
- Interest and/or experience in event planning and donor relations.
- Knowledge of social media and/or graphic design.
- Knowledge of ecology, watersheds, and invasive species.
- Ability to work independently and as part of a team.
- Strong written and verbal communication skills, including an ability to listen and genuinely engage with diverse stakeholders.
- Attention to detail.

Physical Demands and Work Environment: This position will include primarily office work performed at a desk and may require periods of computer work. Work outside of the office will occasionally be required, including at event venues, and may include light physical labor such as moving supplies and displays. The position requires occasional weekend and evening work.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an

exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Details: The Events & Fundraising Coordinator will work a standard 37.5-hour work week, with some work required on weekends and evenings from time-to-time. The position is entitled to paid holidays and paid vacation, as well as health, dental, and vision benefits and a retirement plan in alignment with LGLC's policies.

To Apply:

Please email materials to gcasella@lgc.org. Please write "Application for Events & Fundraising Coordinator" in the subject line and include your cover letter, resume, and list two (2) professional references.

The LGLC will review your applications and contact you if we would like to conduct an interview.

Applications are due by July 31, 2024.