



Mother Lode Land Trust

Position Title: Funds Development Coordinator

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Reports To: Executive Director

Date: September 25, 2017

About Mother Lode Land Trust

The Mother Lode Land Trust protects agricultural and range lands, historic and scenic sites, and natural habitats in the central Sierra Nevada. Located in Jackson, California, MLLT works in five counties – Alpine, Amador, Calaveras, El Dorado and Tuolumne and holds 23 conservation easements (3,500 acres) and three fee title properties (1,100 acres). MLLT is poised to assume a total of eight additional conservation easements (8,000 acres) from the Stewardship Council as part of the PG&E bankruptcy settlement.

MLLT is working to build its capacity to steward its lands, build relationships with the community, expand its fundraising activities, and is seeking to expand its staff. MLLT's offices are housed in an historic mercantile store in downtown Jackson. Our staff is poised to grow from a staff of two to four full and part-time staff members. MLLT desires to build an intimate, dedicated team to conduct its operations. MLLT offers excellent professional growth and development opportunities for motivated and energetic self-starters interested in helping guide MLLT's growth.

Position Description

The Funds Development Coordinator is a part-time position responsible for developing and implementing Fundraising and Outreach programs and cultivating major donor relationships. The growth of MLLT has created this new opportunity to reach out to our communities and potential funders to further support our mission. A successful employee in this position will have opportunity to become full time and/or advance to higher management as desired. MLLT intends to staff the Fundraising and Outreach department with a motivated, independent, outgoing person who can seek out creative and fun ways to finance a part of our day-to-day operations. He/She will be responsible for securing major donors, managing campaigns, developing outreach opportunities, supporting the Funds Development Committee and Outreach Committee, and coordinating with support staff and volunteers to achieve desired results.

Job Functions

- Acquire Major Donor funding through effective communication, developed marketing materials, and in person meetings.
- Successfully develop, plan, and execute two (2) annual fundraising drives.
- Develop, plan, and execute at least two (2) successful annual events (spring/fall).
- Build the unrestricted portion of the organization's budget to a level that fully supports programs.
- Develop social media relations via Facebook, twitter, MLLT's website, and other platforms.
- Find creative ways to reach out to Stakeholders.
- Work with the Executive Director to develop and manage capital campaigns.
- Engage Volunteers and Board Members at the Committee Level to build a strong base of dedicated people who can support the fundraising and outreach goals of MLLT.



- Act as a liaison between Committee and Staff by attending monthly committee meetings for Funds Development and Outreach.
- Support the above mentioned Committee's Charters and assist in the implementation of their annual work plans.
- Prepare materials for major donor visits.
- Host and/or attend meetings with major donors.
- Assist the Executive Director in the planning and execution of additional outreach meetings.
- Other duties as assigned.

Qualifications and Skills

- Successful major donor solicitation and fundraising campaign experience required.
- Record of success in achieving significant financial results in each fundraising position.
- Capable of building the position into a major component of the organization.
- Commitment to the MLLT mission and a passion for the environment.
- Strong knowledge of land conservation preferred.
- Excellent analytical, writing, listening, and oral presentation skills required.
- Discretion and good judgment reflecting ability to gain trust and confidence from donors.
- Experience with fundraising databases, Word, Excel, and PowerPoint required.
- Ability to work with a variety of social media platforms.
- BA or BS preferred.
- Demonstrated success and experience managing others including support staff and volunteers.
- Efficient, well organized, and able to produce high quality and quantity of work.
- Creative and strategic thinker. Someone who is willing to work "outside the box" to get the job done.
- Sense of humor.
- Willingness to travel within our service area (El Dorado County to Tuolumne County).
- Some weekend and evening hours required.
- Valid California Driver's License and a reliable vehicle required.

Compensation and Benefit Information

- Salary is commensurate with experience.
- Reimbursement for travel, training, and other work related costs.
- Pro-rated holiday, personal, vacation, and sick days earned starting with your first day of employment.
- Additional vacation days accrued after two years of service.

To Apply

Please send cover letter, resume and salary expectations to our Executive Director at ellie.routt@motherlodelandtrust.org. No phone calls please. Serious inquiries only.

This job description indicates the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the role.

Mother Lode Land Trust is an equal opportunity employer.