



## JOB OPPORTUNITY: Development and Communications Coordinator

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The Bainbridge Island Land Trust seeks an energetic and driven individual to join our team in engaging the community and helping fulfill our mission to *conserve and steward the diverse natural environments of Bainbridge Island for the benefit of all.*

Bainbridge Island lies at the heart of the Puget Sound ecosystem – a region with significant ecological diversity, exceptional beauty, and abundant wildlife. In an area with growing population and development pressures, Bainbridge Island is a place where wildlife habitat, freshwater streams, open spaces, and shorelines form a mosaic of ecological systems where natural diversity and people continue to thrive. For over three decades, the Bainbridge Island Land Trust has played a vital role in conserving areas of ecological significance. The Land Trust's work to protect and restore Bainbridge lands and waters is done to honor past generations, preserve a legacy for future generations, and build a network of protected lands resilient to a changing climate. The Bainbridge Island Land Trust is committed to supporting diversity, equity and inclusion and finding opportunities for all employees to succeed.

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The Development and Communications Coordinator reports to the Director of Development and Communications and works in concert with other staff members, Board of Directors, and volunteers to successfully implement various supporter and community engagement activities. This full-time position provides an opportunity for a detail-oriented, self-starting individual to serve an essential role within the Bainbridge Island Land Trust. The Development and Communications Coordinator will be a critical team member in effectively conveying stories and messages while inspiring a connection to the Land Trust's mission. This position will lead the recruitment, engagement, and coordination of volunteers across the organization's project and community engagement priorities, help meet annual development goals, and promote, coordinate mission-driven campaigns, fundraising, and educational events.

### PRIMARY RESPONSIBILITIES:

- Development and Fundraising
  - Work with the Director of Development and Communications to maintain relationships with Land Trust members, supporters, and sponsors, including the production, coordination and distribution of regular outreach and solicitation communications.
  - Work with other development team members to help manage the Salesforce database for members/supporter and volunteer tracking, list generation, and reporting. Duties will include

entering volunteer and donation data in Salesforce and preparing tax/thank you letters/emails or other necessary communications.

- Work with the Director of Development, volunteers, and the Office Administrator to plan, manage and execute the annual Preservation Partners Summer Celebration fundraising event. Support additional fundraising and celebration events as needed.

- Outreach and Engagement:

- Develop and implement current and new, innovative outreach events and activities to increase the visibility of the Land Trust, engage the membership and community, pursue community partnerships, and provide meaningful volunteer and educational opportunities to advance our mission.
- Work with development team and contract professionals to develop event and fundraising campaign promotion materials, including postcards, posters, and print and digital ads.
- Develop outward-facing communication, such as signage, event, and informational posters for new and existing conservation properties.
- Serve as staff support for the Land Trust Development and Community Engagement Committee. Implement community outreach strategies in conjunction with other Land Trust staff, committee, and board members.

- Digital and Print Media:

- Develop and coordinate the production and distribution of member/supporter communications, newsletters, mailings, and other marketing collateral including official Land Trust merchandise.
- Manage all social media platforms, organizational website, and help lead development of new content.
- Assist in developing, producing, and executing the annual communications calendar to ensure successful achievement of organizational communications.

- Volunteer Coordination:

- Respond to volunteer inquiries, recruit, and coordinate a diverse and inclusive group of volunteers for outdoor stewardship-based work parties, office work, fundraising, and community events. This may include participation in outdoor work parties.
- Maintain volunteer contact/engagement information and manage event and participant information using the Salesforce CRM database.

#### ADDITIONAL RESPONSIBILITIES:

- Apply established processes and practices and develop new methods to improve the overall team and organizational effectiveness.

- Coordinate with fundraising and conservation staff to stay current on conservation projects, strategies, and messaging.
- Communicate and distribute information to assist staff in making decisions, solving problems, and improving workflow.
- Does not supervise any staff but may help supervise interns, volunteers, or temporary staff.

The successful applicant will be personable, highly organized, and able to work independently in addition to being part of a staff, board, and volunteer team. Excellent communication and writing skills and the ability to manage multiple projects at any given time with various deadlines. Must possess strong attention to detail, proofreading skills, and the ability to work independently and within a team framework.

#### REQUIRED QUALIFICATIONS

- Bachelor's degree and two years of experience or equivalent combination.
- Proficiency in Microsoft Office applications, basic computer operations, and comfort with communicating via phone, Microsoft Teams, and Zoom (or equivalent).
- A demonstrated passion for and interest in conservation.
- Past use of Salesforce or other customer relationship management (CRM) database.
- Must be able to manage confidential information with discretion and integrity.

#### DESIRED QUALIFICATIONS

- Experience building relationships with staff, volunteers, supporters, community partners, or similar.
- Experience in writing, editing, graphic design, and proofreading.
- Experience working across and with other teams.
- Ability to set priorities, manage diverse, simultaneous activities, and meet deadlines.
- Experience with event planning, production, and execution.
- Experience with MailChimp (or equivalent) and Adobe InDesign or other graphic design software.
- Experience with video production a plus.
- Interest in incorporating a diversity, equity, and inclusion lens when communicating and decision-making.

Position requires occasional evening and weekend work and the physical ability to pick up and move materials weighing up to 30 pounds. A valid driver's license and background check are required—use of vehicle required at times. Strong conservation ethic preferred.

Annual salary range \$45,000-\$50,000. This is a full-time, salaried position (40 hours/week). Occasional weekend or evening work associated with events or other Land Trust activities will occur.

The Land Trust values work-life balance; its work culture supports and inspires conservation achievement and personal and professional development. Benefits include medical, dental, and vision coverage. Additional benefits are offered with tenure, e.g., SIMPLE IRA 3% employee match. The Land Trust also offers ten paid holidays, twelve sick days annually, and ten vacation days annually, which increase with tenure.

The position is based out of the Land Trust office on Bainbridge Island. A mutually agreeable flexible work location and schedule are possible for a portion of monthly hours.

POSITION OPEN UNTIL FILLED.

TO APPLY

Please send a cover letter and resume:

Kate Kelly, Office Administrator  
kate@bi-landtrust.org

*The Bainbridge Island Land Trust is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other class protected by applicable federal, state, and local laws.*

