



**Barnstable Land Trust
Development Coordinator
December 2024**

Barnstable Land Trust is a community-supported non-profit organization working to conserve land and natural resources in the Town of Barnstable and nearby areas.

We seek a motivated and detail-oriented Development Coordinator to join our team. This position will work with the Director of Development to ensure the financial stability and growth of the organization. Candidates should have a strong belief in and support for land conservation. We are looking for an individual to assist in the planning and implementation of development strategies, from membership and major donor giving to land and stewardship campaigns. Self-motivation, flexibility, and the ability to build relationships are key to this role.

The role reports to the Director of Development and the department is also supported by a Development Associate. This position is part-time (25-30 hours) with potential for growth.

Barnstable Land Trust provides a supportive, creative, and motivating work environment. Our organization is in an exciting period of growth and looking to fill a critical position to enhance the organization's momentum.

The Development Coordinator will:

- Collaborate with the Director of Development to implement fundraising strategy and goals for operations, capital needs and land acquisition;
- Partner with and support BLT's leadership to prospect, solicit, and steward donors;
- Support the planning and execution of annual-giving appeals, membership drives and campaigns for land conservation and stewardship projects;
- Manage Donor Database, including donation tracking, membership, mailing lists, appeal/campaign specifics, and general best practices;
- Plan and execute events that maximize major donor, member stewardship and prospect cultivation opportunities;
- Help plan and design collateral, membership materials and development communications;
- Assist with grant research, writing and reporting as needed;
- Maintain familiarity with BLT community programming, land acquisition efforts and land stewardship priorities and strategies.

Position Qualifications:

- Interest and ability to interact with donors and prospects on the phone, by email and in person;
- Demonstrated ability to handle multiple, complex fundraising activities simultaneously in a fast-paced environment;
- Ability to work independently, managing projects from start to finish;
- Strong writing, interpersonal skills and event planning experience;
- Attention to detail and creative problem-solving skills;
- Proficiency with computer applications, including donor-database management (Little Green Light, Stripe, and MS Office preferred);
- Willingness to work a flexible schedule that may occasionally include weekends and/or evening events;
- Interest in growing within the role and the organization and a passion for the mission and goals of Barnstable Land Trust;
- Degree in related field or commensurate experience.

This position reports to the Director of Development. Flexible schedule for 25-30 hours per week with a combination of remote and in-office time. Salary commensurate with experience (up to \$36,000 for 25 hours).

Send cover letter and resume to Kelsey Ellis, Director of Development at kelsey@blt.org.



Barnstable Land Trust (BLT) is a community-supported, nonprofit organization dedicated to preserving open space and natural resources in the Town of Barnstable and nearby areas. BLT has protected 1,250 acres in the Town of Barnstable and supported the Town in conserving over 11,000 more. As a regional leader in collaborative land preservation and stewardship, community engagement, training, and advocacy, BLT also leverages its conservation expertise to inform local public decisions as they impact our ecosystems, community health, well-being, and quality of life. To learn more about BLT, visit the website at <http://www.BLT.org>.