



Development Assistant / Capital Campaign Support (Seasonal, Part-Time)

April – August (Temporary Position with some date flexibility)

Barnstable Land Trust | West Barnstable, MA | www.blt.org

Barnstable Land Trust (BLT) is a community-supported nonprofit organization dedicated to conserving land and natural resources in the Town of Barnstable and nearby areas. We are seeking a motivated, detail-oriented individual to serve as a Seasonal Development Assistant to support our fundraising and donor engagement efforts during the spring/summer campaign season.

This part-time, temporary position will work closely with the Director of Development and the Executive Director and will play an important role in supporting the public phase of BLT's capital campaign, along with ongoing development operations. This is an excellent opportunity for someone interested in nonprofit fundraising, communications, or conservation to gain hands-on experience during an exciting and highly visible moment for the organization.

Position Overview

The Development Assistant will provide administrative, communications, and donor-support assistance across a range of fundraising activities, including campaign outreach, donor stewardship, events, and database management. The role requires strong organizational skills, attention to detail, and comfort working independently and collaboratively in a fast-paced environment.

This position is part-time (approximately 15-20 hours per week) and temporary from April through August, with a flexible schedule and a combination of in-office and remote work. Some night and weekend work may be required for events.

Key Responsibilities

Capital Campaign & Fundraising Support

- Support the public phase of BLT's \$10 Million For Now & Forever capital campaign, including campaign communications, donor acknowledgments, and event coordination
- Help prepare donor materials, mailing lists, and reports related to campaign efforts
- Provide administrative support for donor meetings, mailings, and follow-up

Donor Relations & Development Operations

- Assist with gift processing, and donor stewardship communications
- Support annual giving efforts, membership communications, and appeals as needed
- Help coordinate donor engagement and cultivation activities

Events & Communications

- Assist with planning and execution of donor and fundraising and cultivation events
- Support the creation and organization of development materials, mailings, and digital communications
- Coordinate logistics related to events, appeals, and donor outreach

General Development Support

- Provide general administrative support to the Development team
- Maintain familiarity with BLT's mission, land conservation projects, stewardship priorities, and community programs
- Assist with additional development-related projects as needed during the temporary period

Qualifications

- Interest in nonprofit work, fundraising, communications, and environmental conservation
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and meet deadlines in a collaborative environment
- Clear written and verbal communication skills
- Comfort interacting with donors and community members via email, phone, and in person
- Proficiency with basic computer applications (Microsoft Office); experience with donor databases a plus but not required
- Ability to work independently while also taking direction and feedback
- Flexible schedule, with occasional availability for evening or weekend events as needed

Position Details

- Part-time, temporary position (April–August)
- Approximately 15-20 hours per week
- Hybrid schedule (combination of in-office and remote work)
- Paid position; \$25/hr

To Apply

Please send a cover letter and resume to Kelsey Ellis, Director of Development, at kelsey@blt.org. No phone calls please.