

## **The 300 Committee Land Trust (T3C), Administrative & Development Associate (April 2024)**

### **Administrative & Development Associate:**

The Administrative & Development Associate oversees T3C's membership program and provides fundraising and administrative support for all aspects of T3C's mission. The Administrative & Development Associate reports to the Executive Director who supervises their work.

This is a part-time position that focuses on providing administrative and fundraising support for all areas of T3C's mission including stewardship, outreach, and donor relations.

### **Core responsibilities include, but are not limited to:**

- Coordinating and carrying out all aspects of the membership program to raise annual operating income. This includes: taking the lead role in collaboration with the staff team on the preparation of solicitations and donation acknowledgment letters, having primary responsibility for managing / troubleshooting the donor database, designing and running donor funding reports, and handling donation deposits through database entry and bank deposits.
- Preparing bank deposit reports for financial reporting required for general bookkeeping and accounting purposes
- Taking the lead role in collaboration with the staff team with preparation of grant proposals to secure funding and preparing follow up materials to meet grant reporting requirements for capital projects, stewardship, community engagement and operational support.
- Providing support for the Development Committee and Executive Director by conducting donor research, researching new funding sources and through planning for donor communications and engagement.
- Supporting the organization in planning special events and in implementing new priority projects.
- Supporting special projects as part of T3C's annual work plan for strategic plan implementation.
- Providing office administrative support including handling general emails and phone communications, ordering supplies & coordinating vendor services.

### **The Administrative & Development Associate's job responsibilities require:**

- Strong verbal communication skills; proven ability to write clearly and persuasively.
- Solid knowledge and experience working in philanthropy, including annual giving, grant writing and special events.
- The ability to work in a small office, to work independently and to collaborate with others and to juggle multiple projects and competing priorities.
- Strong analytical, planning and organizational abilities.
- The ability and commitment to learning the Little Green Light database for donor and volunteer information management. The ability to work with Constant Contact and coordinate graphic design projects.
- A Bachelor's degree and experience working in a non-profit organization or similar experience.

**Hours:** Average of 20 hours per week, occasional weekend work and evening meetings may be required.

**Salary commensurate with experience.** Expected starting range \$22,500 - \$27,500 plus comprehensive benefits package.

**Benefits:** SEP-IRA retirement fund employer contribution, Life Insurance coverage, Short and Long-Term Disability, Paid Time Off including vacation and holidays, and support for professional development.

**Applications will be reviewed on a rolling basis with the goal of filling the position as soon as possible.** Please direct a letter of interest and resume to Jessica Whritenour, Executive Director, The 300 Committee Land Trust, 157 Locust Street, Falmouth, MA 02540 via US Mail or email to [jwhritenour@300committee.org](mailto:jwhritenour@300committee.org)