



Columbia Land Trust is seeking an Events and Donor Assistant to join our passionate team!

Since 1990, Columbia Land Trust has protected, in perpetuity, over 28,000 acres of lands along the lower 250 miles of the Columbia River. A majority of the protection has been accomplished with land ownership, with significant holdings as conservation easements or other conservation agreements, as well as transfer of land to public agencies. The Land Trust has approximately 3,229 members in Oregon and Washington and has embarked on an ambitious plan to expand public awareness and participation in the conservation of the great lands of the Columbia River region. Columbia Land Trust's headquarters are located on the campus of beautiful Fort Vancouver, WA. For more information about us, visit our website at: <http://www.columbialandtrust.org/>

The Events and Donor Assistant supports the Land Trust in coordinating all events, making solicitation calls to donors and sponsors and assists senior fundraising staff with donor outreach efforts including scheduling external meetings as well as administrative aspects of the meetings including briefings and follow-ups.

Essential Duties: other duties as assigned

- Organize all annual events including, Wild Splendor (fall gala & auction), Annual Membership Picnic, Guardian Circle (major donor event), and Habitap (happy hour outreach).
- Procure donated items, sponsorships and table sponsors from local businesses and individuals for our annual donor events.
- Manage and track all donations using Excel, Raiser's Edge and Auction Maestro.
- Research potential new donors and solicit when appropriate.
- Work with staff to determine best strategies for sponsorship and procurement.
- Target individuals for ticket sales to annual donor events.
- Determine appropriate responses to problems and emergencies connected to the event.
- Compiles estimated cost models, submits final budget, tracks budget statistics, and prepares management reports.
- Assist in creation of internal and external promotional pieces in connection with the event.
- Secure other corporate donations or sponsorships to support the work of the Land Trust.
- Work with the development director to build and prove recognition to corporate and family foundation donations.
- Provide project status updates when directed.
- Assist in the planning and implementation of major donor fundraising strategies
- Assist senior fundraising staff with major donor outreach efforts including scheduling external meetings as well as administrative aspects of the meetings including briefings and follow-ups



- Assist senior fundraising staff with major donor research
- Supports senior fundraising staff with in-house mailings for donor solicitations, thank you letters, updates, and all other correspondence.
- Employ a working knowledge of the Raiser's Edge to pull track actions, monitor donors, pull lists, and run reports
- Persuasively convey the mission of the Land Trust to diverse groups who are important to the organization's overall prosperity.
- Demonstrate sensitivity in handling confidential information
- Financial responsibility includes recommending and meeting fundraising goals.
- Attend meetings, actively participate and provide opinions.
- Respectfully take direction from Development Director and other members of the Development Team.

Qualifications:

- Bachelor's degree from four-year college or university.
- 2-3 years of related experience in Development or directing fundraising activities; or equivalent combination of education and experience.
- Must be adept at using various applications that utilize database, spreadsheet, report writing, project management, word processing, and presentation creation/editing software.
- Must have demonstrated experience with Microsoft Office Suite and Raiser's Edge. Familiarity with Auction Maestro is a plus.
- Web content management experience is preferred.
- Must be detail-oriented and set high standards for accuracy.
- Has the ability to keep track of multiple complex projects with overlapping deadlines.
- Ability to solve practical problems, especially as it relates to problem-solving issues regarding donor monies and budget.
- Ability to organize project files, develop and complete task lists, and coordinate with numerous individuals regarding project details and deadlines.
- Must possess excellent verbal and written communications skills.
- Ability to effectively present information and respond to questions from groups of stakeholders, partners, neighbors, contractors, co-workers, and the general public.
- Ability to build trust, compel others to action and build consensus through verbal and written presentations.

The salary range for this position will be \$38,000-\$42,000 per year, depending on experience.

For consideration, please email your resume, list of potential references and a cover letter with relevant experience to: jobs@columbialandtrust.org by November 10th.

Columbia Land Trust is an EEO employer. For more information about us, please visit: <http://www.columbialandtrust.org/>