



Columbia Land Trust is seeking a **Development and Communications Assistant** to provide exceptional support to our passionate team!

Columbia Land Trust conserves and cares for the Northwest places you love—the places that provide all of us well-being and an unrivaled quality of life. The Land Trust has protected, in perpetuity, over 27,000 acres of lands along the lower 250 miles of the Columbia River and has more than 2,000 members in Oregon and Washington. Columbia Land Trust’s headquarters are located on the campus of beautiful and historic Fort Vancouver, WA. For more information about us, visit our website at: <http://www.columbialandtrust.org>.

This position provides general support to the Development/Communications Department, including collateral print and online design, general administrative duties, tour, and event coordination.

Essential Duties: other duties as assigned

Communications (50%)

- Designs and distributes social media posts and invitations to membership in coordination with the communications manager.
- Manages web graphics and content updates working with communications manager.
- Manages the design process for invitations and special outreach materials while working with a designer, printers, mail houses, and communications manager.
- Produces content for web, newsletter, invitations, etc. including graphics, photographs, and copy.
- Implements social media strategy with communications manager.
- Manages email communications design and formatting for e-newsletter and e-appeals using Blackbaud Net Community.
- Ensures that all program, development materials and communications adhere to verbal and visual brand guidelines and standards.

Development (50%)

- Prepares and mails all acknowledgement letters; keeps donor files with printed correspondence from executive director or others.
- Prepare and process all thank you letters to donors as well as all certification packets to Backyard Habitat Program participants.
- Organizes events, tours, membership picnic and annual meeting, porch parties, and charrettes, with the direction of the development director.
- Maintains department filing system and records including major donor files, historical copies of outgoing communications (newsletters, appeal letters, invitations, emails, videos, etc.), press clippings, photos, etc.



- Manages development department inventory including all merchandise and items used for events.
- Maintains department cooperative calendars (activity and vacation), coordinates agenda for staff meetings, takes and distributes staff meeting notes.
- Provides administrative support for the department as needed.
- Attends meetings, actively participates and provides opinions.
- Respectfully takes direction from development director and other members of the Development Team.

Qualifications:

- Two to three years of professional experience in development or directing fundraising activities.
- Nonprofit experience strongly preferred.
- Experience with design, photography, and/or layout design is important.
- Bachelor's degree from four-year college or university required.
- Must be detail-oriented and set high standards for accuracy.
- Must be able to work independently, while also working well as a member of a team.
- Displays polite and effective communication skills including presentation, persuasion, and negotiation skills required in working with employees and stakeholders, and the ability to communicate and remain calm and courteous under pressure.
- Must possess good verbal and written communications skills.
- Must have demonstrated experience with Microsoft Office Suite.
- Must be adept with various design software, including without limitation Adobe Creative Suite (Photoshop, InDesign and Illustrator), and an understanding of HTML; Raiser's Edge database, Auction Maestro use/integration with Raiser's Edge skills a plus.

Compensation:

The salary range for this position is Salary range is \$35,000 to \$37,000

For consideration, please email your resume, cover letter, 4 references, and a design example to:
jobs@columbialandtrust.org **by 5:00 p.m. Friday, January 30.**

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