



Job Title: Advancement Coordinator

Salary:	\$19.10 - \$21.01/hr (\$39,736 - \$43,709 annual equivalent)
Job Type:	Full-time/40 hours per week
Location:	Vancouver, WA
Reports To:	Advancement Director
FLSA Status:	Non-Exempt
Application Deadline:	May 23, 2022

Columbia Land Trust is seeking an Advancement Coordinator to join its team!

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 32 years, Columbia Land Trust has permanently conserved more than 55,000 acres of fish and wildlife habitat, forestland, and farmland, and has restored thousands of acres for the benefit of wildlife and communities. Central to our work is a commitment to advancing a more inclusive, equitable conservation movement and building relationships to achieve cooperative conservation solutions

Columbia Land Trust is an equal opportunity employer and committed to building a diverse workforce. [Equity is a core organizational value](#) and applicants should be able to demonstrate a commitment to diversity, equity, and inclusion. We encourage Black, Indigenous, and People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply.

Columbia Land Trust's headquarters are located on the campus of The Historic Trust near downtown Vancouver, WA, just across the Columbia River from Portland, OR. Additional offices are located in Hood River, Portland and Astoria, Oregon. For more information about the Land Trust, please visit columbialandtrust.org.

SUMMARY:

The Advancement Coordinator is part of an 8-person team responsible for supporting our mission through strategic donor communications and telephone outreach. This role will help us to deepen donor relationships and grow our major gifts program, as we embark on a transformational capital fundraising effort. This position also supports the Advancement Director and provides opportunity to deepen engagement with the fundraising profession.

The position will be based in the Land Trust's Vancouver, WA office with occasional travel throughout the region. During the COVID pandemic most staff worked from home. After May 2, the Land Trust will shift to a hybrid work plan, allowing staff to continue to work from home up to 2 days per week if desired. Columbia Land Trust has COVID-19 precautions for both field and office work that all staff are expected to follow

ESSENTIAL DUTIES:

- Telephone outreach (approximately 50% of time) to include:
 - Donor thank you calls
 - Event participant follow-up
 - Securing appointments for major gift officers
- Write summaries of donor interactions in the database for accurate record-keeping
- Print and mail gift acknowledgement letters
- Provide support to Development Manager for donor stewardship projects
- Support the Database Administrator with gift processing and serve as backup when needed
- Administrative support, as needed, for Advancement Director which may include calendaring, invoice processing, credit card reconciliation, data entry in donor database, errands or local purchases as needed
- Opportunity to support Advancement team members across a variety of different projects as needed. Examples may include working with vendors, supporting mailings, event support or other

Organizational Support

Land Trust staff also support a broad range of organizational activities ranging from participation in meetings with the Land Trust's Board of Directors; learning about the Land Trust's Diversity, Equity and Inclusion (DEI) work, and participating in staff discussions; involvement on staff committees such as the DEI Committee and/or Safety Committee; and participation in fundraising activities.

QUALIFICATIONS:

Columbia Land Trust expects that applicants for this position will have skills and experience with some of the work listed above, or with other similar work. However, applicants are not expected to have experience in all of these tasks in order to apply for the position. Columbia Land Trust is prepared to support the training necessary to ensure that qualified candidates have the skills to safely and effectively accomplish the work. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

To thrive in this job, applicants should have:

- An ability to effectively manage multiple tasks simultaneously
- A proactive spirit, seeking opportunities to support our team goals
- The ability to be flexible as projects and priorities shift.
- A clear and confident communication style
- The ability to create warm and enjoyable telephone conversations that lead towards strategic next steps
- An ability to work collaboratively in a team environment with a spirit of cooperation
- Experience engaging personal or organizational diversity, equity, and inclusion
- An ability to work productively with people from racially and culturally diverse backgrounds
- Basic experience with Microsoft Office Suite
- Desire to learn data management skills

SALARY AND BENEFITS:

Columbia Land Trust offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. The full salary range for this position is \$39,736-55,630 annually. Based on our internal equity review and candidate's qualifications the estimated starting salary will typically be between \$39,736-43,709 annually. This position qualifies for overtime pay when required. The Land Trust benefits package includes paid vacation, holidays, and sick leave. Columbia Land Trust pays 100% of health and dental insurance premiums for three-quarter to full-time employees; voluntary benefits include a Section 125 - FSA and long-term disability. We also offer a match (up to 5% of annual salary) to our 401(K) retirement plan. Healthy, happy staff are an important element of our success and we strongly believe in and support a work/life balance.

ORGANIZATIONAL COVID-19 VACCINATION INFORMATION:

Columbia Land Trust requires its employees to receive the COVID-19 vaccination and booster and have practices in place to mitigate exposure. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief.

APPLICATION INSTRUCTIONS:

To be considered for the Advancement Coordinator position, please email a cover letter highlighting relevant experience, your resume, and a list of three references to jobs@columbialandtrust.org. We will not contact your references without notifying you first. Please include the following in your cover letter:

- A description of your interest in this position;
- Your commitment to and experience with diversity, equity, and inclusion.

Applications for this position will be accepted through May 22, 2022.

Mailed applications can be submitted

to:

Jennifer Wilkerson, Advancement Director
Columbia Land Trust
850 Officers Row
Vancouver, WA 98661

Columbia Land Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.