



Advancement Associate Job Description

Location: Jackson, Wyoming

Supervisor: Associate Director of Advancement

Work Schedule: Full-time

Salary: Dependent upon experience; competitive benefits

Deadline to Apply: March 15, 2021

JHLT Mission: To protect and steward the treasured landscapes of Northwest Wyoming

Position Description:

The advancement associate is a key member of the advancement team and is responsible for working with all team members in the administration and execution of fundraising programs. The advancement associate will work closely with the fundraising staff in a collaborative, supportive, and professional environment to secure funds to advance the mission of the Jackson Hole Land Trust.

Primary Responsibilities:

- Fundraising Administration & Support
 - Generate lists for solicitations, mailings, and annual reports
 - Generate reports
 - Manage print mailings
 - Help generate fundraising collateral; write and proof copy
 - Research donors and prospects
 - Grant/foundation research
- Donor Database
 - Track supporter activity and engagement in donor database
 - Add/update constituents
 - Perform database maintenance
 - Identify and participate in database trainings
- Donor Portfolio
 - Manage a portfolio of donors
 - Identify new donor prospects
- Event Support
 - Support donor and community outreach events
- Special Projects
 - Participate in development and execution of projects, as needed

Qualifications and Job Requirements:

- Enthusiasm for conservation and the mission of the Jackson Hole Land Trust
- 1-3 years relevant experience
- Aptitude for or experience working with computers, specifically databases
- Excellent working knowledge of software applications including Word, Excel, Outlook, Asana, Slack, and donor databases (Raiser's Edge experience preferred)
- Excellent verbal and written skills, as well as organizational skills, attention to detail, and the ability to be self-motivated and disciplined

- Occasional evening and weekend work required

To Apply:

Please submit a cover letter and resume to Associate Director of Advancement Jill Callahan at Jill@jhlandtrust.org. Applications will be accepted through March 15, 2021.

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