



Position Description

Title: Community Relations and Events Manager
Reports to: Director of Philanthropy
Job Status: Full-time, Non-exempt
Salary Range: \$24.00 to \$26.00 per hour, plus benefits

Mission: *Helping the community preserve open space, working lands and habitat forever.*

Position Summary

The Community Relations and Events Manager will help deepen and expand relationships between the organization and members of our community in ways that build a strong and invested base of community support for our mission. Responsibilities include conceptualizing, designing, and managing Jefferson Land Trust's two annual signature events (Conservation Breakfast and Fest), developing and managing audience engagement and education programs, and outreach events in collaboration with other team members. This position also facilitates volunteer opportunities, manages the care and appreciation of our volunteers, and tracks/reports their hours.

Jefferson Land Trust team members adhere to our mission and values and are committed to conservation, demonstrating a passion for protecting natural habitats, farmland, and scenic open spaces.

Essential Functions

Events (40%)

- Conceptualize, design, plan, and manage in person and online fundraising and friendraising events; manage technology, invitations, communications content, logistical setup, staffing, and guest follow up
- In partnership with the major gifts team, plan and manage donor stewardship events (house parties, property tours, etc.)

Engagement and Education (30%)

- Engage and bring new members of the community into the Land Trust
- Liaise with organizations and community groups to ensure the Land Trust is a supportive and valued partner in the community
- Identify and pursue joint engagement opportunities. Seek to build relationships with community groups historically underrepresented in conservation
- Manage the Community Relations Committee
- Design and implement online and in person learning and engagement opportunities for the community
- Provide administrative support to education programs directed by other members of staff
- Track the impact of engagement and education efforts on growing the Land Trust's audience and base of support

Volunteer Management (20%)

- Work closely with all departments to determine volunteer support needs
- Recruit volunteers, and facilitate, track and support their experience
- Provide timely, personal appreciation, and acknowledgment correspondence to volunteers
- Manage organizational tracking and reporting of volunteer hours in Salesforce

Team/Staff Support (10%)

- Support the Development and Outreach Team on other projects as needed
- Serve on the Diversity, Equity, and Inclusion Committee
- Other duties as assigned

Qualifications

- 3-5 years' experience in a combination of the following areas or equivalent:
 - Community relations and engagement
 - Education program design and management — both online and in person
 - Volunteer management and recruitment
 - Fundraising event design and management
- Associate or bachelor's degree from an accredited institution in related field
- Fluency with MS Office programs, data management, and the Internet

Core Competencies

- Positive team player, with a welcoming and friendly presence
- Demonstrated affinity for developing relationships with people from all walks of life
- Values collaboration
- Excellent verbal and written communication skills
- Creative, energetic, dynamic, and outgoing
- Ability to adapt to the unexpected and stay focused in a busy office environment
- Strong work ethic and willingness to pitch in where needed
- Strong ability to organize, manage, and prioritize incoming tasks and meet deadlines
- Demonstrated attention to detail and accuracy
- Ability to maintain confidentiality as needed

Physical Requirements for the Community Relations and Events Manager

- Use a keyboard, complete written documents, and operate general office equipment including telephone system, databases, printer, and copier
- Available to work non-standard hours, including evenings and weekends
- Ability to lift up to 50 pounds and stand and sit for extended periods

Jefferson Land Trust requests its employees be fully vaccinated for Covid-19 (barring any approved medical or religious exemptions).

To Apply

Please include a cover letter along with your resume to Carolyn@Full-CircleHR.com. Priority consideration will be given to candidates who apply by midnight, November 5, 2021. Applications will be accepted until the position is filled.

Equal Opportunity Statement

At Jefferson Land Trust, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all. We believe that diversity and inclusion are critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.