



GROUNDSWELL CONSERVANCY

Development Coordinator

Who We Are:

Groundswell Conservancy is a nonprofit land-protection organization in Madison, WI. We protect special places forever. We want everyone to live in a world filled with green places where communities thrive. We strive to be an anti-racist land conservation organization that shares power and decision-making with groups and individuals that reflect our diverse community. We believe that land is essential for people's physical, emotional, and spiritual wellness. We are a results-oriented organization. We have permanently protected nearly 14,000 acres of important land and water since 1983. Learn more about us at groundswellconservancy.org

What You'll Do:

The Development Coordinator works to create, renew, and strengthen relationships with financial supporters of Groundswell Conservancy. This position plays a crucial role in effective stewardship of our supporters. This person will be supervised by Groundswell's Director of Major and Planned Gifts.

Primary Responsibilities:

- Build and maintain relationships with new and existing annual supporters, focusing on those giving up to \$999 annually
- Plan, write, and implement annual renewal mailings and acknowledgements four times per year
- Plan, write, and implement year-end appeal, spring appeal, GivingTuesday campaign, and two to three new member solicitations
- Maintain records in donor database (Little Green Light), prepare mailing lists, run queries and analyses from database
- Track and analyze results of renewal and retention strategies and use data to seek innovations that improve results and increase efficiencies
- Research giving potential of annual supporters and share results with Direct of Major and Planned Gifts
- Participate in timely donor acknowledgements, including thank you letters and phone calls

Additional Responsibilities

- Assisting with grant writing and reporting
- Coordinate office volunteers responsible for preparing mailings
- Participate in field trips and special events to meet and cultivate donors
- Engage in civic organizations to build relationships with prospects, supporters, and peers

Who You Are:

- Team player with two or more years demonstrated fundraise success in a nonprofit environment
- Excellent writing and interpersonal communication skills
- Enthusiasm for the environment, land conservation, and engaging people in this work
- Collaborative, flexible team player
- Excellent organizational skills, thoroughness, and attention to detail
- Ability to take initiative and follow through on projects
- Strong computer skills, and experience with a donor database is preferred
- Comfortable representing and promoting the goals of Groundswell Conservancy

We know there are great candidates who may not check all of these boxes. We also know you might bring important skills that we haven't considered. If this describes you, don't hesitate to apply and tell us about yourself.

Salary and Benefits:

This is a part-time (24 hours/week) position. The salary is \$32,500 annually.

Benefits include:

- Health insurance through Quartz (Groundswell covers 75% of the monthly premium for the employee)
- Dental insurance (Groundswell covers 90% of the monthly premium for the employee)
- 12 paid holidays per year plus 3 days paid personal time per year
- Annual leave starting at 40 hours per year
- Paid sick leave accrued at the rate of 4 hours per month
- Additional paid and unpaid family, parental, and other forms of leave
- Simple IRA retirement (Groundswell matches up to 3% of the employee's voluntary contribution)

Groundswell is an Equal Opportunity Employer and seeks to employ staff members that represent the diversity of the Dane County community.

Work Schedule and Location:

We offer flexible working hours, with some evening and weekend work related to events and field trips. Our office is in Madison, WI. Events take place in and around Dane County. There is the option for some remote work.

The proposed start date for this position is the first week of May.

To Apply:

Please email a resume and cover letter via email in one PDF format to Heidi Habeger, Director of Major and Planned Gifts at heidi@groundswellconservancy.org. In the subject line include Development Coordinator Application. The cover letter should summarize your interest and qualifications for this position.

The application deadline is Friday, April 12, 2024.