

**Organization:** Cape Elizabeth Land Trust  
**Position Title:** Membership and Development Manager  
**Classification:** Full-Time Non-Exempt Position (35-40 hours/week)  
**Pay Range:** Based upon experience  
**Reports To:** Executive Director

**Applicants** – Please send a cover letter, resume, and contact information for three references, to Cindy Krum, Executive Director, Cape Elizabeth Land Trust by email to cindy@capelandtrust.org. In the cover letter, let us know how your knowledge, skills, and experience will enable you to excel in carrying out the responsibilities summarized in the Membership and Development Manager position description. Applications will be accepted until December 16, 2016, or until the position is filled. If you have questions, you may contact Cindy at 207-767-6054. Thank you.

**Purpose and Overview:**

The Cape Elizabeth Land Trust preserves beautiful natural lands in our community, for recreation, education, habitat and farming. The Membership and Development Manager works with our Executive Director, Membership and Development Committee, and volunteers to achieve greater community engagement with CELT and our mission, maintain membership levels and raise the funds needed to achieve our conservation goals.

**Summary of Membership and Development Manager Responsibilities**

Development

- Create CELT's Annual Report and other fundraising materials
- Develop new fundraising strategies and lead CELT's efforts to apply for grants
- Direct CELT's major fundraising events, including Paint for Preservation
- Maintain accurate records in CELT's fundraising database, Abila, and lead CELT in maximizing the value of the database
- Support major acquisition campaigns, planned giving and major donor programs

Outreach

- Develop and implement strategies for membership growth and retention
- Communicate with membership through monthly e-newsletters and email
- Plan Annual Meeting, with Membership and Development Committee
- Maintain Volunteer Spreadsheet and help with volunteer communications
- Plan outreach activities, including CELT's Harvest Party and Volunteer Celebration, and CELT's participation in the Cape Farm Alliance Strawberry Festival

Administrative

- Welcome and assist visitors to CELT's office, process mail, and respond to basic information requests, and occasional other functions
- Maintain calendar of board and committee meetings, and coordinate use of office
- Procure office supplies for development, outreach and other CELT programs

Qualifications

- Bachelors' degree

- Previous work experience in marketing, development, and public relations preferred
- Knowledge of Abila or other development software
- Ability to work independently and in a team environment; effective use of diplomacy, tact and judgment
- Excellent oral and written communication skills
- Ability to follow local, state and federal laws and regulations, and adhere to CELT and Land Trust Alliance standards