Philanthropy Coordinator (Full-time)
Indian River Land Trust
Vero Beach, FL
FLSA Exempt: Yes

Organizational Overview: The mission of the Indian River Land Trust is to protect, improve, provide access to, and promote the preservation of waterways, open spaces, and green places in Indian River County for the benefit of all today and tomorrow.

First established in 1990 to save McKee Botanical Garden, in 2009 the Indian River Land Trust began working to Protect the Land that Protects the Lagoon. The Land Trust continues to promote the conservation of the Indian River Lagoon and areas throughout Indian River County by preserving habitat, protecting the scenic waterfront and providing access for public recreation and education. Protected land provides important public benefits including the opportunity for residents to learn about and enjoy the natural environment and take advantage of our protected lands and waterways to enjoy hiking, boating, fishing, and observing an abundance of fish and wildlife.

Job Description: The Philanthropy Coordinator (PC) is a newly-created, full-time position that will support IRLT’s growing development program. Key focus areas for the PC include the coordination of the Annual Fund, management of community and fundraising events, growing IRLT’s membership program, and the organization of external communications. The PC will work directly with the Director of Philanthropy and Marketing, Board members, and key stakeholders to enhance all development-related functions which are critical to the success of IRLT’s annual operating budget and future capital campaign needs. This position will require occasional work on evenings and weekends.

CORE RESPONSIBILITIES:
The essential job functions and responsibilities for this position include, but are not limited to:

- Assist in the development and implementation of Annual Fund development strategies;
- Provide support in the planning and implementation of fund-raising programs, campaigns, events, and community outreach;
- Manage IRLT’s CRM database Raiser’s Edge to ensure accuracy of donor records;
- Manage all direct mail for annual appeals, campaigns and other projects as needed;
- Manage Annual Report and other collateral development;
- Assist in coordination of all public and donor-relations initiatives, including external communications;
- Create and extract reports from Raiser’s Edge for informational purposes; mailing; and data collection;
- Coordinate marketing efforts, including messaging, printed materials, advertisements,
ENews, and other public communications;

- Coordinate the organization, administration, and implementation of growth initiatives for the membership program;
- Represent and promote IRLT through presentations to civic and community organizations and involvement in designated committees.

**QUALIFICATIONS AND SKILL REQUIREMENTS:**
The qualifications and skill requirements for this position include:

- Bachelor’s degree in non-profit management, marketing, public relations, communications, business management, or a related field from an accredited institution;
- Minimum 5 years professional experience in non-profit resource development/fundraising;
- Proven effectiveness in all aspects of resource development, including planning, implementation and evaluation of fund-raising direct mail campaigns, print and digital production, and events;
- Proven experience in individual and corporate relationship management including donor cultivation and stewardship;
- Strong writing skills, with examples of prior solicitation and/or proposal writing;
- Excellent verbal and written communication and presentation skills;
- Strong organizational and human relations skills;
- Proven knowledge of Microsoft Office and Donor Management Systems, with Raiser’s Edge experience preferred;
- Have good judgment in dealing with sensitive/confidential material;
- Demonstrate initiative and persistence in order to collect and obtain the necessary information for reports;
- Must possess ability to work under pressure with competing deadlines.

**PHYSICAL AND OTHER REQUIREMENTS:**
This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally. It also requires manual dexterity to operate standard office machines, such as copier, scanner, calculator, telephone, and other equipment as necessary. IRLT expects its employees to follow proper safety standards. Candidates must possess a Florida driver’s license and have access to a personal vehicle for regular travel to and from IRLT events.

**Compensation and Application Deadline:**
The salary for this position starts at a minimum of $65,000 and is commensurate with experience.

IRLT offers a comprehensive benefits package including:

- Competitive Health and Disability Insurance Package
- Paid time off, including vacation and paid holidays
- Matching 401(K) Plan with up to a 6% organization contribution

The Indian River Land Trust is an equal opportunity employer and will not allow discrimination based upon age, ethnicity, gender, national origin, disability, race, size, religion, or any other status prohibited by law.
Interested applicants should submit cover letter and resume to Melissa DePriest, Director of Philanthropy and Marketing at mdepriest@irlt.org. Applications will be accepted on a rolling basis and considered as received, with a final deadline of 5:00 pm on Friday, August 11, 2023. All applications will be received confidentially.