

**Hunterdon Land Trust**  
111 Mine Street  
Flemington, NJ 08822

**Position Description: Part-Time Development Specialist**

**The Organization**

Hunterdon Land Trust (HLT) is a 501 (c)(3) nonprofit organization whose mission is to preserve the integrity of the rural landscapes in the Hunterdon County region by protecting and enhancing natural resources, and the cultural landscape of the historic Dvoor Farm, for public enjoyment and education. An Accredited land trust about to celebrate its 25<sup>th</sup> anniversary, HLT has protected more than 10,000 acres in the Hunterdon County region. In addition to land preservation and stewardship, HLT operates an award-winning producers'-only farmers' market and performs outreach and education to further conservation goals.

**The Position**

The Development Specialist works closely with and reports directly to the Executive Director and plays a critical role in managing individual giving efforts for the organization with an emphasis on expanding and diversifying funding. This position is responsible for coordinating fundraising solicitations, using data to advance fundraising, as well as planning and implementing fundraising events. The position is supported by the Administrator primarily as well as various other staff. It is expected to be part time at approximately 16-20 hours per week with possible future expansion.

**Responsibilities**

- Manage the donor database (Donor Perfect); run queries to produce appropriate mailing lists for solicitations; clean data as needed.
- Coordinate spring and year-end appeal mailings and other appropriate campaigns.
- Use data and networking to build contact list, identify prospective donors, and re-engage lapsed donors.
- Support the Executive Director in cultivating and stewarding donors.
- Maintain files and track efforts to evaluate outcomes.
- Oversee business sponsorship solicitation and management of benefits.
- Lead event committee of dedicated volunteers to plan and execute Farm to Table dinner (annual gala) and/or other fundraising events.
- Oversee grant-writing for operating funds (excludes capital grants) and tracking.
- Work with administrative staff processing donations, gift acknowledgements, and matching gift forms.
- Work with administrative staff managing Evergreen (monthly) donors and employee giving programs.
- Work with administrative staff mailing welcome packets to new donors.

**Qualifications**

HLT seeks a self-motivated individual with fundraising acumen to grow revenue. Ideal candidates will have the following:

- Genuine interest in Hunterdon Land Trust's mission.
- Strong organization skills, attention to detail, and ability to prioritize.
- Ability to work in fast-paced yet collegial environment.
- Superior interpersonal, writing, editing, and oral communications skills.
- Experience collecting and analyzing data to advance fundraising goals.
- Proficiency with Microsoft suite, computer skills, and donor database systems.
- Understanding of ethics and best practices related to development activities.
- A minimum of two years of relevant experience, including experience successfully managing individual giving and event planning.

HLT offers a competitive pay rate, commensurate with experience, and flexible work environment. As per HLT's personnel policy, part-time staff are eligible for retirement benefits as well as paid leave in compliance with the NJ Paid Sick Leave Act.

**To Apply:**

Please email your cover letter, resume, and hourly rate requirements to [Beth@hunterdonlandtrust.org](mailto:Beth@hunterdonlandtrust.org) by December 11, 2020. Additional information about Hunterdon Land Trust can be found at [www.hunterdonlandtrust.org](http://www.hunterdonlandtrust.org).