

## **Development and Outreach Coordinator Job Description**

Friends of the Anacortes Community Forest Lands (ACFL) is a non-profit, community organization dedicated to the stewardship of the ACFL through forest education that builds forest resilience, sustainable recreation, and community. Friends of the ACFL has been protecting the forest and serving the community for over 30 years. From the beginning, education has been the cornerstone of our protection strategy, with the belief that to be a good steward of the forest, you need to be connected to it and to connect to it, you need to experience it. With this belief, we've consistently provided school and community education programs, free of charge, to the people of Skagit County and the students of the Anacortes School District. Our work is sustained by over 500 member households and multiple community partners. Learn more about the ACFL and our organization at [www.friendsoftheacfl.org](http://www.friendsoftheacfl.org).

Friends of the Anacortes Community Forest Lands (ACFL) is seeking a Development Coordinator who can bring their skills and experience to help our organization achieve our fundraising and community outreach goals, including event planning for our annual benefit and other community events, donation management, member communications, and volunteer coordination. The ideal candidate will bring enthusiasm for our mission and commitment to operating mindfully with our engaged community in a small team setting.

### **Role and Responsibilities**

#### **1) Planning Events (30% of time):**

- a) Annual Benefit Event for ~250 guests including:
  - i) PR & marketing of event: Press releases, posters, mailers, web promotion
  - ii) Manage sponsorships, donations, and ticket sales
  - iii) Manage the procurement and tracking of auction items
  - iv) Coordinate event volunteers
  - v) Secure permit rentals, signage & printed materials
  - vi) Community, donor & sponsor thank you/ wrap-up
- b) Communications and planning for other events as needed: Earth Day Celebration, community discussion forums, speaker series, etc

#### **2) Donation Management (30% of time):**

- a) Process all individual donations and send emails receipt/thank yous to donors & assign thank you notes & thank you calls to ED as needed
- b) Membership Renewal - Assist in the communication/planning of any membership or dues campaigns
- c) Business Memberships - Coordinate outreach to local businesses to procure business sponsorships and track the business memberships
- d) Keep donor database as up to date and comprehensive database as possible of all donor activity

- e) Work with ED to steward existing donors and cultivate new donors via emails, thank you notes, mailed letters, calls from Board members, surveys, etc.
- 3) Printed & Web Communications (20% of time):
- a) Prepare newsletter 3x year
    - i) Coordinate the creation of the newsletter
    - ii) Assist Executive Director and staff in gathering, & editing content & assigning articles to staff and board members as needed
    - iii) Coordinate the production of print materials with in house software or contractors.
    - iv) Coordinate/order proofs & printing with the printer
    - v) Coordinate mailing of printed newsletters
  - b) Design & print posters, mailers, business cards, annual reports, etc. as needed
  - c) Update and edit Squarespace website as needed
  - d) Update online community calendars as needed (Skagit 360, website, Anacortes Now)
  - e) Manage, create content for, and post on social media accounts: Facebook, Instagram
  - f) Send Mailchimp emails 1-2 x/mo featuring organization news & upcoming events
- 4) Office Management & Program Assistance (20% of time):
- a) Managing incoming emails or calls, cleaning or organizing projects, checking the mail, running work errands, ordering supplies, etc
  - b) Ordering and selling of merchandise as needed
  - c) Assistance with grant submission and tracking
  - d) Periodic assistance with community and youth programs/hikes as needed in the ACFL
  - e) Assistance with our new Forest Discovery Center exhibit and volunteer coordination

### **Desired Skills/Attributes**

- Preferred minimum 2 years of nonprofit fund development or other relevant experience.
- Passion for Friends of ACFL mission and forest education.
- Friendly, outgoing and able to cultivate and maintain long-term positive relationships with various stakeholders.
- Energetic, self-motivated and able to work with minimal supervision.
- Detailed-oriented with strong writing, organizational, and communication skills.
- Strong computer skills including use of Microsoft Office programs, Google Suite, and Little Green Light or similar donor management systems.
- Flexible schedule to accommodate occasional weekend and evening work.

**Salary:** This is a full-time salaried, non-exempt position. Salary range is \$42,000 - \$48,000,

depending on experience and qualifications.

**Benefits:** Personal Leave Program. Retirement Savings Match Program (Simple IRA). Individual Health Care Plan.

**Reports to:** Friends of the ACFL Executive Director

**To Apply:** Send cover letter, resume, and three professional references  
katie@friendsoftheacfl.org