



Advancement Coordinator Job Description

Posted: June 6, 2022

Position Type: Full-time

Reporting: Director of Outreach and Events

Location: Charleston, SC

Application Instructions:

To apply, please email a cover letter and resume in one PDF to:
Bea Girndt, careers@lowcountrylandtrust.org

POSITION SUMMARY

Lowcountry Land Trust ("LLT") seeks an entry level Advancement Coordinator who will assist the Advancement team in fundraising efforts by providing operational, event planning, and communications support. Reporting to the Director of Outreach and Events, this position will work closely with all members of the Advancement staff.

PRIMARY RESPONSIBILITIES

Advancement Team Coordination

- Collaborate with the Database Consultant on processing gifts, reporting, and tracking direct mail appeals and acknowledgments
- With the Advancement Team, prepare and coordinate agenda and materials for Board Advancement Committee meetings
- Participate in the continuous improvement and documentation of procedures
- Field general inquiry calls and emails from donors
- Ensure gift-processing tasks are completed on time, including scanning checks, validating donor communications, and writing gift acknowledgement notes
- Prepare "welcome packets" for new donors and Longleaf Society members
- Manage invoice processing for the Advancement team
- Take notes and ensure that team meetings are efficient

Events, Outreach, and Communications

- Assist the Director of Outreach and Events with overall planning and logistics for special events and meetings. Including:
 - Track RSVP's
 - Print name tags
 - Provide on-site event set-up and break down support
 - Assist with event follow-up implementation
- Assist with vendor quotes and coordination

- Assist with management of silent auction items
- Collect visual assets and brand materials from sponsors
- Assist with managing volunteers
- Coordinate with printers and mailing houses (including securing initial quotes) to ensure that invitations and other communications are mailed on time

Other Duties as Required:

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

QUALIFICATIONS

Required:

- Bachelor's degree from an accredited institution of higher education
- Demonstrated passion for conservation, the environment, and the Lowcountry

Desired competencies:

- Ability to work independently and as part of a fast-paced team
- Excellent collaboration, time management, organizational, communication, and interpersonal skills
- Familiarity with G-suite, Microsoft Office, Mac OS
- Strong written and verbal communication, sense of customer service, and interest in nonprofit organizations
- Interest in growing a career in conservation, nonprofits, and environmental service

Software programs and applications used most frequently in our department:

Experience with these programs is not required, but candidates should note if they have used them in the past.

- Canva
- Mail Chimp
- Raiser's Edge
- Monday.com
- Classy

TRAVEL

Some regional travel may be required to assist with events, donor cultivation, or for professional development.

BENEFITS

Insurance

Health Insurance - 100% Employer Paid for Employee

Dental Insurance – 100% Employer Paid for Employee

Basic Life Insurance with AD&D (\$25,000) – 100% Employer Paid for Employee

Long Term Disability - 100% Employer Paid for Employee

Short Term Disability - 100% Employer Paid for Employee

Optional benefits available – Paid by Employee:

- Health FSA & Dependent Care FSA
- Accident Insurance
- Critical Illness Coverage
- Vision Care
- Voluntary Life Insurance

Financial & Retirement

403(b) - Immediate eligibility

Up to 5% match after 6 months of employment

Family & Parenting

Maternity & Paternity Leave

Hybrid Work Environment (in-office/from home)

Flexible Hours

Paid Time Off

Self-managed PTO (unlimited)

11 Paid Holidays

Flexible Summer Schedule

Perks

Dog Friendly Workplace

Partial Mobile Phone Reimbursement

Health & Wellness Positive Environment

Lowcountry Land Trust is committed to the principles of diversity and equal employment opportunity, and to comply with all federal, state, and local laws that are applicable to equal employment. It is our policy to recruit, hire, train, and promote individuals, as well as administer any and all personnel actions, without regard to race, color, religion, creed, age, civil union status, domestic partnership status, affectional or sexual orientation or identity, sex, gender identity or expression, national origin or ancestry, marital status, status as a disabled or Vietnam era veteran, service in the federal or state military, liability for military service, arrest or conviction record, union affiliation, pregnancy or breastfeeding, medical or genetic information, atypical hereditary cellular blood trait, refusal to submit to a genetic test or make test results available to the Company, or status as a qualified individual with a disability, in accordance with applicable laws. The Land Trust also complies with the South Carolina Pregnancy Accommodation Act.