

Job Title: Donor Relations Associate

Position Type:

Part-time (32 hours/week)

Location: Bedford Hills, New York

Reports To:

Donor Relations and Event
Manager

Mission: *Westchester Land Trust works together with public and private partners to preserve land in perpetuity, and to protect and enhance the natural resources in our communities.*

Background & Overview:

The non-profit Westchester Land Trust (WLT), founded in 1988, is the leading land conservation organization prioritizing the entirety of Westchester County and eastern Putnam County and was one of the first land trusts in the nation to be accredited through the independent Land Trust Accreditation Commission.

The Donor Relations Associate is responsible for:

- Managing the organization's database (DonorPerfect), which includes:
 - Tracking and ensuring the timely receipt and acknowledgment of all donations
 - Data entry of constituent information to ensure the accuracy of records
 - Processing of all invoices and payments
 - Generation of regular financial and fundraising reports
 - Generation of contact lists for use in fundraising events, invitation lists, and mailings
- Coordinating with the Accounting Department in monthly reconciliation and pledge fulfillments
- Providing administrative support for the annual audit
- Researching potential donors, corporations, and foundations
- Supporting the production of appeals and solicitations and oversee personalization of the same
- Engaging with donors and prospects (in person, via phone and email)
- Providing coordination support for the planning, execution, and evaluation of events and programs
- Providing administrative support for grant and foundation applications
- Tracking engagement of program participants and volunteers
- Supervising office-based volunteers and volunteer projects including direct mailings, donor thank yous, and program and event preparations

Required Qualifications:

- Strong computer skills with the ability to master DonorPerfect database and Airtable
- Proficient in Microsoft Office Suite.
- Candidates must be able to work some evenings and weekends to support events and special projects.
- A strong passion for and commitment to the organization's mission, goals, and priorities.



Preferred Qualifications:

- Bachelor's degree or the equivalent of two years of fundraising and/or administrative support.
- Database experience is highly desirable.
- Experience with data analysis, record keeping, budgeting, and reporting capability
- Experience using Constant Contact enews software and social media platforms is a plus.

Skills:

- Strong interpersonal skills and interest in engaging with colleagues, donors, directors, elected officials, and community members
- Strong written and verbal communication
- Excellent attention to detail, time management, and record-keeping skills

Application Deadline: open until position is filled

Salary Range: \$38,000 to \$42,000

Location: This is a hybrid position with an office located in Bedford Hills, NY, and flexible work-from-home options.

To Apply: Send cover letter and resume to info@westchesterlandtrust.org with "Donor Relations Associate" in the subject line. Applications received without a cover letter will not be reviewed. Candidates selected for interviews will be notified. No phone calls, please.

Westchester Land Trust is an equal opportunity employer and acts in accordance with applicable laws
In our hiring and employment practices.

Position Posted: April 5, 2022