



Mississippi Valley Conservancy Job Posting

Position Title: Development Associate

Full-time salaried, 40 hours a week

Salary Range: \$45,000 - \$65,000

Location: La Crosse, WI

Job Overview and requirements

Dynamic, charismatic development professional sought to join our team at Mississippi Valley Conservancy, a nationally accredited, nonprofit land trust based in La Crosse, Wisconsin.

Are you a natural leader? Are you outgoing? Is building relationships a core strength of yours? Are you willing to roll up your sleeves to lead and implement giving campaigns? Do you strive for excellence and thrive on work that produces measurable results? Are you willing to ask people for money?

If you answered yes to these questions then you may be the right person to lead Mississippi Valley Conservancy's Development program to build capacity for our conservation mission.

We are on a mission to conserve native habitats and farmlands in the Driftless Area of SW Wisconsin for the health and well-being of current and future generations, and a strong development program is imperative to meeting our goals.

In this time of rapid climate change, our services help landowners and communities protect their land from development and restore resilience and biodiversity to the land.

This position will focus on three areas of fundraising:

1. Development, including the annual membership program, donor cultivation, donor retention, and corporate partners.
2. Track and coordinate grant application and reporting dates. Collaborative grant writing.
3. Lead, plan, coordinate and implement the Conservancy's annual member meeting, donor appreciation event, and annual fall fundraiser.

Mississippi Valley Conservancy is 501c3 non-profit, functioning as a hybrid organization with offices in La Crosse, WI. Our service area includes the Wisconsin counties of Buffalo, Crawford, Grant, Jackson, La Crosse, Monroe, Richland, Trempealeau, and Vernon. We work to create an inclusive, diverse and equitable workplace.

The Conservancy's work permanently protects forests, bluffs, prairies, wetlands, streams, and farmlands that enrich our communities for the health and well-being of current and future generations. The Conservancy has protected over 24,000 acres, including over 6,000 acres of nature preserves open to the public.

Reports to: Executive Director

Supervises: Interns and volunteers

Essential Responsibilities

Annual Membership

Working in partnership with the Executive Director and Finance and Operations Manager:

- Build and retain membership through giving campaigns and events.
- Create an annual development plan to meet the annual and three-year budget.

Events

- Plan coordinate and implement major donor appreciation event and annual fall fundraiser.
- Create a seamless, balanced, and enjoyable experience for potential donors and corporate partners through effective leadership and recognition techniques.

Donor Cultivation

Working in partnership with the Executive Director:

- Analyze and implement programs and strategies for the long-term cultivation, solicitation, and stewardship of donor prospects.
- Assist Executive Director in scheduling relationship building and cultivation opportunities of major donors through notes, calls, visits and asks. Develop effective working relationships with all donors and volunteers, to nurture their connections to the organization and community.
- Meet with donors to ask for support.

Corporate Partners

- Maintain and build corporate partnership relationships and support through correspondence, calls and meetings
- Prospect for new corporate partners based on shared values.

Grants

- Build upon and create new relationships with grant funders through correspondence, calls and meetings.
- Lead the tracking of grant application and reporting deadlines.
- Assist with grant writing.

Essential Job Capabilities

- Ability to manage multiple projects and priorities, and work under tight timeframes.
- Ability to take direction, lead, work independently, and to set and adhere to priorities.
- Ability to function as a cooperative and supportive team member and leader with other Conservancy staff and leaders.
- Available to work occasional evenings and weekends.

REQUIRED Qualifications:

- Possess a deeply rooted commitment to our mission and values related to the work we do.
- Possess confidence and passion for networking, relationship building and making the ask on behalf of our cause.
- Excellent people, listening and collaboration skills.
- Strong writing and proofreading skills
- Strong ability to maintain discretion and strict confidentiality.
- Experience working with volunteers and non-profits.
- Intermediate level proficiency with MS Office software, including Word, Excel, PowerPoint, and Outlook. Database and email campaign experience a plus!

- The successful candidate will be self-directed, highly motivated, flexible, and detail-oriented.

Compensation and benefits:

- **Salary range** \$45,000 to \$65,000 *based on experience and specific expertise.*
- Full-time, exempt position, working 40 hours per week. We believe in caring for others at work and at home. The Conservancy is committed to keeping the workload in alignment with the true hours worked and respecting the space needed to take personal time to care for your well-being.
- In the first year, we offer 10 days of vacation (increases with years of employment), 12 days medical leave per year, and 12 paid holidays. We offer a flexible, family-friendly schedule whenever possible.
- We provide medical insurance, and 4 percent of annual salary match contribution to a retirement plan.
- After 12 months of employment we offer up to 60 days parental/adoptive/medical leave with 30 days paid.
- We foster a respectful, collaborative, and fun work environment.
- We promote and sponsor individual and joint professional workshops and trainings.
- We are an organizational culture that seeks, integrates, and nurtures self-direction, collaboration, diversity, equity, and inclusion with all employees.

Our hiring process and timeline

- We will review applications on a rolling basis until the position is filled.
- Our hiring team will conduct interviews when qualified candidates are identified.
- Finalists will be invited to a second-round interview; at that time, we will ask for three professional references.
- Ideally the selected candidate would begin work January 2023.

To apply

- At your earliest convenience: Please submit a qualified resume and brief (one page) cover letter, including where/how you first found out about this position in one PDF to executive director, Carol Abrahamzon at carol@mississippivalleyconservancy.org.
- We look forward to your application!