

Outreach and Donor Programs Coordinator

UVLT's Outreach and Donor Programs Coordinator works with the Programs Director to engage individual and corporate supporters and increase public awareness of and appreciation for land conservation. The Outreach and Donor Programs Coordinator will expand and increase the impact of UVLT's Corporate Service Program by working with area employers to design and deliver corporate service experiences that are engaging and enjoyable, develop skills, and enhance team functioning. Working closely with the Stewardship team, the Outreach and Donor Programs Coordinator will organize and manage corporate service experiences from start to finish, including: coordination between employers, participants, and UVLT staff; event execution, and post-event follow up. The Outreach and Donor Programs Coordinator organizes field trips and site-based activities for donors, assists with donor communications and participates as part of the staff team supporting UVLT's Development Committee. This is a grant funded position for three years. If successful in building the program's economic viability, the position may continue beyond the initial three year term.

Responsibilities

- Establishes, develops and fosters quality relationships with local employers interested in providing corporate service experiences for their employees
- In coordination with the development team, engages in communication with UVLT donors, develops donor-focused activities and events, fosters close relations and expanded volunteerism that helps UVLT recruit and retain contributors.
- Creates program content, calendars and print materials in coordination with the Stewardship team to boost public awareness and appreciation for land conservation
- Organizes and manages corporate service and donor- focused event planning and execution:
 - Scheduling; Site Coordination; Material / supplies (as needed)
 - Educational content / activities
 - On-site support during the event
- Regularly evaluates the corporate service program by conducting post-event interviews and surveys; proposes enhancements to employer and participant corporate service experience
- Creates a system for recognition of Corporate Volunteerism
- Helps to cultivate volunteer service base into strong supporters of UVLT by strengthening the connection between volunteerism, recreation, and donor support.
- Coordinates with development team on grant writing and corporate solicitation strategy to further establish funding support for the corporate service program.
- Other development duties as assigned.

Qualifications/Capabilities

- 3-5 years' experience in Project Management preferred
- Experience working with Volunteers and/or service groups
- Demonstrated capability to effectively manage a wide array of tasks, projects, and responsibilities, work in teams, and effectively communicate
- Easily engages with businesses and community organizations
- Outdoor educational and event planning experiences preferred
- Desire, ability, and experience working outdoors

- Proficient in Microsoft Suite and Google Applications
- Possess a High School diploma, valid driver's license and car