



Development & Communications Associate Job Description

*Position open until filled. Applications considered as they are received.
Please don't wait to apply.*

POSITION: Development & Communications Associate

EMPLOYMENT CLASSIFICATION: Full-time hourly position, Non-exempt

TO APPLY: Please send the following to Aubrey Pickerell at apickerell@frlt.org:

- An updated resume
- A cover letter (1-page max): an opportunity to share more about your background/experience and why you think you're a good fit for this role.
- Candidates invited to interview for the position will be asked to provide writing samples.

POSITION SUMMARY:

The Development & Communications Associate is a core member of the Fund Development team and will work collaboratively with the team to achieve its fundraising and communications objectives. The Associate will support the Development Director in all aspects of the department's functions including strategic communications, grant writing, fundraising, events, and member engagement.

They will play a key role in planning, scheduling, writing, and executing a series of communications for donors and the public, highlighting the impact of FRLT's work, across a variety of digital and print channels including blogs, eblasts, social media, and print media (including postcards, fact sheets, brochures, etc.).

The Associate will also support fundraising activities, including annual and capital campaigns (appeals, presentations, campaign updates, impact reports), donor tours and events, grant research, writing, and reporting.

This role is well-suited to someone with several years of fundraising and communications experience and strong writing skills, but applicants with some of the required experiences are invited to apply. The Associate must demonstrate good judgement and integrity and be able to handle confidential information with discretion.

The Fund Development team at FRLT is a dynamic team of experienced professionals and is seeking a new team member who is thoughtful and creative, with a strong sense of personal initiative. We're looking for someone who enjoys working collaboratively, who challenges themselves to learn and grow professionally and is comfortable giving and receiving feedback.

DUTIES:

- Participate as a key member of FRLT's communications team and help to produce quality public communications on a regular basis across digital and print channels, including website content, enews segments, eblasts, social media posts, short videos, newspaper or magazine articles, postcards, donor updates, and reports, taking direct responsibility for specific communications projects as assigned
- Help manage an annual communications calendar and handle scheduling and coordination of communication pieces among the team, including coordinating content development and public announcement needs across departments
- Support FRLT in communicating the impact of our work and raising funds to support our mission by creating compelling materials including project updates, fact sheets, donor communications and appeals
- Help maintain FRLT's website by creating, publishing, and updating web pages in accordance with our branding and communications guidelines
- Conduct grant research, and prepare grant proposals and reports, as assigned
- Support the planning and implementation of fundraising events, donor tours, and other fundraising functions
- Attend and represent FRLT at various public events (including occasional weekend events)
- Participate in fundraising appeals and campaigns: writing and signing letters, soliciting donations, preparing and mailing campaigns, thanking our donors
- Support the Development Director in all aspects of fundraising, grant writing, and communications, being flexible and adaptable as required

DESIRED QUALIFICATIONS & ABILITIES:

The skills and attributes listed are guidelines. Your education and work experience (both paid and volunteer) and life experience all contribute to your skills and competencies. If you meet 75% of the qualifications listed, we encourage you to apply.

- Experience in digital communications and/or marketing, preferably for a nonprofit organization
- Prior experience in fundraising and/or grant writing with a nonprofit organization
- Experience with securing nonprofit funding through institutional grants or private gifts preferred

- Demonstrable evidence of strong verbal and written communications skills, with experience using various media (print, web, social media)
 - Examples will be requested for candidates invited to interview
- Proficiency in Microsoft Office suite: PowerPoint, Word, and Excel, with demonstrated ability to prepare well-designed and formatted documents and presentations, and basic knowledge of working with Excel spreadsheets
- Experience planning, coordinating, and/or executing public events for a nonprofit or business
- Strong interpersonal skills and comfort working with diverse internal and external constituents (including donors and funding agencies) in an effective, inclusive, and professional manner
- Self-motivated, and proactive team player who takes initiative to identify and pursue opportunities and solve problems
- Organized, detail-oriented, and capable of managing a variety of tasks and projects independently
- An interest in protecting nature and connecting people to it
- Helpful but not required:
 - Familiarity with Adobe Creative Cloud
 - Interest or experience in graphic design, photography, or videography
 - Experience with WordPress
 - Experience using donor databases or CRMs

CONDITIONS OF EMPLOYMENT:

- Start Date: position open until filled; please don't wait to apply!
- Location: FRLT main office in Quincy, CA. A partial remote work schedule may be considered.
- Conditions of Employment: Non-Exempt hourly position, pay commensurate with experience and based upon comparable salaries within the field for this position
- Hours: 40 hours per week; work schedule includes occasional weekends when needed to support events
- Benefits: after a 90-day introductory period, the employee will be eligible for all FRLT benefits, including Medical/Dental/Vision Insurance, SIMPLE IRA (3% matching), paid time for personal wellness (weekly), and Paid Time Off (PTO)