



Door County Land Trust

Protecting Door County's Exceptional Lands and Waters...Forever

BOARD OF DIRECTORS

President, Donna Hake

President-Elect, Roy Thilly

Treasurer, Jeff Ottum

Secretary, Peter Deschler

Meredith Coulson-Kanter

Barbara Frank

Deb Hagman-Shannon

Mark Holey

Bob Ling

Mark Martin

Bryan Nelson

Anna Pepelnjak

Rick Scott

STAFF

Executive Director

Emily Wood

Land Program Director

Jesse Koyen

Land Protection Manager

Brian Forest

Land Protection Specialist

Carrie Ehrfurth

Conservation Easement Manager

Drew Reinke

Ecological Restoration Specialist

Tina Lee

Land Stewardship Coordinator

Thomas Stasiak

Community Conservation

Coordinator

Paige Witek

Director of Charitable Giving

Cinnamon Rossman

Communications Coordinator

Kay McKinley

Administrative Director

Kristi Rice

Administrative Assistant

Amy Dwyer

Development Staff Member - *Position Title TBD*

About the Door County Land Trust

Since our inception in 1986, the Door County Land Trust has worked to preserve, maintain, and enhance lands that contribute significantly to the scenic beauty, open space, and ecological integrity of northeast Wisconsin. In pursuit of this mission, we have earned a reputation as one of the Midwest's premier conservation organizations. We have worked with scores of landowners to protect more than 9,400 acres of fields, forests, farmlands, orchards, wetlands, and shoreline. We are a local, non-profit, non-governmental organization supported by more than 4,050 households who love Door County and share a concern for its future.

The Opportunity

The Development Staff Member (DSM in this document; actual position title to be determined) will support the projects and programs related to the fundraising efforts of the Door County Land Trust. This position will implement the necessary administrative and project management activities to ensure that efforts to recruit new members, to retain existing members, and to move members towards higher level donations.

KEY AREAS OF RESPONSIBILITY

1. Annual Membership Program

The DSM will assist with membership mailings, renewals, invitations, and other fundraising appeals by working closely with the Development Director and Communications Coordinator to enhance our membership program and messaging throughout the community. The DSM will act as project manager to ensure that membership services operate efficiently and effectively. The DSM will write copy, plan member engagement opportunities, promote engagement, and help to energize and inspire DCLT supporters. The DSM will also support the Development Director and board members in their efforts to further connect with key members.

2. Events

The DSM will coordinate several events throughout the year and help engage new and current supporters in supporting the mission of the Land Trust. Working with volunteers, staff, and board members, the DSM will help plan and implement events from conceptualization through implementation and follow-up. The DSM will help ensure that events meet fundraising and member engagement objectives and serve the organization's higher strategies.





Door County Land Trust

Protecting Door County's Exceptional Lands and Waters...Forever

BOARD OF DIRECTORS

President, Donna Hake
President-Elect, Roy Thilly
Treasurer, Jeff Ottum
Secretary, Peter Deschler

Meredith Coulson-Kanter
Barbara Frank
Deb Hagman-Shannon
Mark Holey
Bob Ling
Mark Martin
Bryan Nelson
Anna Pepelnjak
Rick Scott

STAFF

Executive Director
Emily Wood

Land Program Director
Jesse Koyen

Land Protection Manager
Brian Forest

Land Protection Specialist
Carrie Ehrfurth

Conservation Easement Manager
Drew Reinke

Ecological Restoration Specialist
Tina Lee

Land Stewardship Coordinator
Thomas Stasiak

Community Conservation Coordinator
Paige Witek

Director of Charitable Giving
Cinnamon Rossman

Communications Coordinator
Kay McKinley

Administrative Director
Kristi Rice

Administrative Assistant
Amy Dwyer

3. Foundation Grants Management

The DSM will research new grant opportunities, track grant deadlines, and manage reporting and closing grants. These tasks require teamwork across several departments and involve multiple staff in programming and accounting. The DSM will identify key staff to assist in grant writing depending upon the program or project areas. Following successful funding, the DSM will work with program managers to update foundation and grant funders.

4. Development Committee Support

The DSM will provide support to the Development Committee and Development Director by providing reporting on Key Performance Indicators necessary to analyze and evaluate fundraising strategies. The DSM will assist the Development Director by providing reports on key metrics and inputting data on fundraising efforts by board members and staff. The DSM will help ensure the accuracy of member information and develop new ways to better meet member interests. Using various data, the DSM will help ensure that fundraising efforts provide an efficient return on investment.

QUALIFICATIONS

Even if you don't feel that you meet every single requirement, we still encourage you to apply.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We believe that all people are capable of great things, so we may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

- An exhibited pursuit of education, whether resulting in a degree or 3-5 years of equivalent work experience, is needed. Any relevant experience in fundraising, customer service, or a people management field will be considered. Experience in a non-profit setting is preferred.
- Penchant for Philanthropy: Interest and ability in stewarding donors and raising funds to support DCLT's mission, vision, and goals.
- Prioritize Accuracy: Strong organizational and analytical skills, high degree of focus, and attention to detail.





Door County Land Trust

Protecting Door County's Exceptional Lands and Waters...Forever

BOARD OF DIRECTORS

President, Donna Hake

President-Elect, Roy Thilly

Treasurer, Jeff Ottum

Secretary, Peter Deschler

Meredith Coulson-Kanter

Barbara Frank

Deb Hagman-Shannon

Mark Holey

Bob Ling

Mark Martin

Bryan Nelson

Anna Pepelnjak

Rick Scott

STAFF

Executive Director

Emily Wood

Land Program Director

Jesse Koyen

Land Protection Manager

Brian Forest

Land Protection Specialist

Carrie Ehrfurth

Conservation Easement Manager

Drew Reinke

Ecological Restoration Specialist

Tina Lee

Land Stewardship Coordinator

Thomas Stasiak

Community Conservation

Coordinator

Paige Witek

Director of Charitable Giving

Cinnamon Rossman

Communications Coordinator

Kay McKinley

Administrative Director

Kristi Rice

Administrative Assistant

Amy Dwyer

- Superior Communication Skills: Ability to communicate DCLT's mission/vision to current and prospective members through correspondence and in conversation. Ability to draft fundraising letter appeals, newsletter, blog, and social media content for donor engagement.
- Genuine Desire to Collaborate in a Team Atmosphere: Ability to work and collaborate with others, respect for all team members and ability to foster and maintain an enjoyable, rewarding, and productive workplace.
- Self-motivation: Proactive self-starter with drive and ability to maintain focus and work independently without direct supervision. Comfortable working independently on multiple projects simultaneously, strong organizational and time management skills, and a desire to network within the philanthropic community.
- Technical Skills: General office and computer skills are required. Understanding of Microsoft 365 required. Understanding of WordPress, website management and social media management software preferred. Proficiency in non-profit customer relations management software is a plus.
- Project Management: Ability to successfully achieve overlapping goals and strategies, while prioritizing and meeting deadlines. Demonstrated experience in managing collaborative projects with multiple staff and board members preferred.
- Success and Growth Oriented: Ability to retrieve, analyze, and synthesize information to create accurate reports and lists. Interest and ability in seeking out the latest in relevant donor-centric and philanthropic trends and best-practices. Interest and ability in seeking out new research, to learn, improve, and develop skills within the position. Ability to give and receive feedback effectively.

Essential Needs

- Physical Demands: Must be able to sit/stand at a computer and type for lengthy periods. Must be able to lift event and office supplies of 20 pounds or more.

Location: The position is located at the Door County Land Trust office in Sturgeon Bay, Wisconsin. After 3 months of employment, some remote work may be possible.

Start Date: Spring 2024 (flexible)

Work Schedule: This is a full-time position, Monday-Friday. Occasional work required outside normal business hours.





Door County Land Trust

Protecting Door County's Exceptional Lands and Waters...Forever

BOARD OF DIRECTORS

President, Donna Hake
President-Elect, Roy Thilly
Treasurer, Jeff Ottum
Secretary, Peter Deschler

Meredith Coulson-Kanter
Barbara Frank
Deb Hagman-Shannon
Mark Holey
Bob Ling
Mark Martin
Bryan Nelson
Anna Pepelnjak
Rick Scott

STAFF

Executive Director
Emily Wood

Land Program Director
Jesse Koyen

Land Protection Manager
Brian Forest

Land Protection Specialist
Carrie Ehrfurth

Conservation Easement Manager
Drew Reinke

Ecological Restoration Specialist
Tina Lee

Land Stewardship Coordinator
Thomas Stasiak

Community Conservation Coordinator
Paige Witek

Director of Charitable Giving
Cinnamon Rossman

Communications Coordinator
Kay McKinley

Administrative Director
Kristi Rice

Administrative Assistant
Amy Dwyer

Compensation: Annual salary commensurate with experience (\$50,000 - \$58,000). A successful candidate's salary and position title will be based on a variety of factors, including the candidate's qualifications, specific skills, and experience.

This full-time position offers competitive benefits: ten paid holidays, ten days of vacation during the first year of employment, nine days of paid sick leave, and one day of paid personal time; health, disability, and life insurance; and SIMPLE IRA match up to 3% after first year of employment.

Application Requirements: Applications will be accepted on a rolling basis through **February 4, 2024, or until the position is filled.** To apply, submit one document that includes your cover letter, resume, brief writing sample, and three references via our online portal, referencing "Development Operations Specialist" at <https://www.doorcountylandtrust.org/careers/>

No phone calls please.

Door County Land Trust is an Equal Opportunity Employer. All employees and applicants for employment are judged on their merits. The Land Trust is committed to providing an environment free of illegal discrimination of any kind, and does not base any employment decisions on race, color, national origin, sex, sexual orientation, gender identity or gender expression, religion, age, disability, military or veteran status, or any other protected category under federal and state laws.

