

## **Development and Communications Associate Job Description**

Lancaster Farmland Trust seeks a motivated, experienced candidate to join our team as a Development and Communications Associate. Lancaster Farmland Trust is a private, non-profit organization with a mission to preserve and steward Lancaster County's beautiful, productive farmland. The Trust has preserved more than 32,000 acres of farmland, and has become one of the most successful land trusts in the nation.

Lancaster Farmland Trust has a robust development and communications department whose responsibility is to develop, coordinate, and implement fundraising and communications strategies that engage the community, further the mission of the organization, and ensure its long-term viability and sustainability.

While an ideal candidate does not necessarily need experience in agriculture and farming, they must be philosophically committed to the mission and vision of the organization and willing to work efficiently and imaginatively to ensure LFT's fundraising/outreach programs are successful.

### ***Essential Duties:***

The Development and Communications Associate will report to the Director of Development and Communications and provide assistance to the development and communications department in the following ways:

### **Specific duties include:**

- I. Fundraising and communications support
  - Conduct research on fundraising strategies, donors, and donor prospects
  - Assist with the development of solicitations and acknowledgement of donors
  - Produce mailing lists and reports as needed
  - Provide data entry and organizational support for DonorPerfect fundraising database
  - Aid in the development of basic content for print and electronic publications, and social media
  
- II. Events
  - Coordinate event related correspondence including invitations, solicitations to sponsors and other donors, pledge reminders and acknowledgements
  - Assist with event planning and logistics
  - Provide support for event committees
  - Serve as on-site support at events

### III. Grants

- Assist with the identification of grant funding sources
- Prepare research for grant proposals
- Assist with administering existing grants via reporting and funding drawdowns
- Help to ensure program staff is knowledgeable about grant outputs and outcomes

### IV. Organizational and Other

- Represent the Trust at community functions and through professional affiliations
- Other duties as assigned by the Director of Development and Communications and/or Chief Operating Officer

### **Qualifications and job requirements:**

- Bachelor's Degree
- Exceptional oral and written communication skills, organizational skills, attention to detail, and ability to be self-motivated and disciplined
- Two years of experience in a similar position required; nonprofit experience preferred
- Working knowledge of software applications including Microsoft Office applications, Adobe and fundraising databases
- Knowledge of agricultural and environmental issues viewed favorably

### **To apply:**

Email cover letter and resume to Amanda Hickle at [ahickle@lancasterfarmlandtrust.org](mailto:ahickle@lancasterfarmlandtrust.org)