



TEMPORARY Communications and Development Assistant

15-20 hours/week, Non-exempt

Hourly wage: \$15 - \$17/hour, DOE

Position to run from May 1, 2019-September 23, 2019 with possible extension to October 31, 2019

The temporary and part-time Communications and Development Assistant, working closely with the Executive Director and the Communications and Development Manager, will assist in the organization and implementation of KHLT fundraising and outreach activities. This staff is responsible for assisting with all administrative aspects of development and public relations, including direct mail appeals, outreach, and events.

Under the direction of the Executive Director and Communications and Development Manager, duties and responsibilities may include;

- Assist Executive Director and Communications and Development Manager as needed
- Maintain donor database (Little Green Light) including recording donations, providing donation information to Accounting and Grants Manager per policy, including updating and correcting database records, etc.
- Accurately process donations and provide timely gift acknowledgement letters and other correspondence
- Manage big ticket raffle following Alaska Charitable Gaming regulations
- Assist with fundraising efforts which may include bulk and direct mailings
- Assist with event organization and implementation
- Create promotional materials for event(s) including flyers, postcard invites, etc.
- Prepare summer eNews via MailChimp
- Photo documentation of projects and events for newsletter and sharing on social media
- Assist with administrative details and participate in Development Committee meetings
- Assist Communications and Development Manager in preparation of monthly report to Board on fundraising and outreach activities
- First point of contact for office visitors and phone calls
- Share in regular office cleaning
- Occasional night and/or weekend work may be required
- Other duties as assigned

Desired Qualifications

- Outgoing and friendly personality with the ability to meet new people easily
- Excellent written and oral communication skills
- Strong commitment and enthusiasm for land conservation, specifically,

the mission, goals, and values of KHLT

- Self-starter, ability to work independently and as part of a team
- Intermediate proficiency level with MS Office, Adobe InDesign, and fundraising/donor database program such as Little Green Light
- Ability to present information concisely and effectively
- Ability to organize and prioritize work

To Apply

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Qualified candidates should send an email with a cover letter and resume to Marie McCarty by 5 p.m., April 8, 2019. Please type “Communications and Development Assistant” in the subject line. Candidates selected for an interview will be asked to supply two references. Kachemak Heritage Land Trust is an Equal Opportunity Employer.

Contact Information

Marie McCarty, Executive Director, Kachemak Heritage Land Trust, 315 Klondike Ave., Homer, AK 99603. Email: marie@kachemaklandtrust.org. Please, no phone inquiries.