



Kachemak Heritage Land Trust

Kachemak Heritage Land Trust (KHLT) was founded in 1989 and provides land conservation services to Alaska's Kenai Peninsula. This growing organization has a dedicated board and staff team committed to lasting conservation and excellence, and to working together. KHLT is nationally accredited, achieving professional, detail oriented conservation results in a casual work environment.

Communications and Development Manager

This full time, year-round exempt position is based in Homer, Alaska. This staff member works in close collaboration with the Executive Director and the Board of Directors, the Development Committee and with the Campaign for Capacity. This position is accountable for relationship-building, fundraising, and effective, timely communications. This includes organizational communications and marketing, fundraising and outreach events, and annual giving.

Qualifications

- Passion and commitment to conservation and land protection
- Ability to think ahead, propose new ideas, willing to adapt, and be proactive with addressing challenges or changing priorities
- Excellent and creative verbal, writing, storytelling, and interpersonal skills
- Ability to take initiative, manage multiple tasks, have great attention to detail and superb organizational skills
- Comfort in a fast-paced working environment and small office
- Proficiency with the following or similar software: Microsoft Office Suite, Little Green Light, MailChimp, Adobe InDesign, Google Calendar, and basic office communication channels (e.g. email)
- Bachelor's degree

How to Apply

While all applications are appreciated, only those candidates selected for interview will be contacted.

- For more information and a full job description visit www.kachemaklandtrust.org.

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to Marie McCarty at marie@kachemaklandtrust.org or received by regular mail by **May 14, 2021**. All documents must be received at the KHLT office by this date.

Marie McCarty, Executive Director
Kachemak Heritage Land Trust
315 Klondike Avenue

Homer, AK 99603

- Kachemak Heritage Land Trust is an equal opportunity organization that hires or contracts without regard to race, color, age, sex, sexual orientation, religion or national origin
- Candidates selected for an interview will be asked to supply two references
- Please no phone inquiries
- Start date: June 1, 2021

Salary

QSEHRA benefits, vacation and sick leave, employees earning over \$5,000 in the previous year at KHLT and are reasonably expected to receive at least \$5,000 in the current year receive an employer-sponsored SIMPLE IRA.

Salary \$50,000, depending upon experience