Outreach & Administration Coordinator (Full-time preferred)

The Harford Land Trust seeks an Outreach & Administration Coordinator to manage donor data and engagement, outreach activities, fundraising and community events, and support a broad range of administrative and organizational development tasks. Candidates should have outstanding organizational and project management skills and be comfortable straddling a range of detail-oriented tasks. Please apply if you have at least three years of relevant work experience, interest in taking ownership of a role in a self-starting environment, and a passion for land preservation in Harford County.

Who We Are

The Harford Land Trust (HLT) is an established and growing nonprofit committed to preserving open space and natural resources in Harford County, Maryland. HLT has preserved open space, cared for natural resources, and connected people to the land in Harford County since 1991. Today, HLT is widely respected for our record of success, community engagement, technical expertise, respectful and creative approach to partnerships, and fiscal strength, integrity, and responsibility.

HLT has helped to preserve 11,000 acres and owns seven conservation preserves, all of which are open to the public. We also hold conservation easements on 1,700 acres, and assist individuals, communities, county and state governments, and Aberdeen Proving Ground with land preservation and related conservation goals. Some of our most well-known projects include the protection of Kilgore Falls (also known as Falling Branch) and the expansion of Eden Mill Nature Center and Anita C. Leight Estuary Center.

This is an exciting time to join HLT. Our visibility and base of engaged members has never been greater. Recent successes have led to a growing list of new land preservation projects, partnerships, and community outreach opportunities. To learn more about our work and strategic vision, read our 2017 – 2022 Strategic Plan, our 2018 Annual Report, and past copies of our biannual newsletter.

HLT’s strong financial underpinning allows us to capitalize on this momentum and invest in a new position to work under the direction of our Executive Director. HLT is committed to high-quality work and operates as a learning organization with a work culture based on professionalism, teamwork, and openness.

Detailed Position Description

The Outreach & Administration Coordinator will report to the Executive Director but is expected to be a self-starter and capable of managing projects/tasks independently. Ideal candidates are resourceful, conscientious professionals who don’t mind wearing multiple hats and like rolling up their sleeves to get work done. He/she must be deeply committed to HLT’s mission and be excited about engaging with individuals and partners about land preservation in Harford County. The Outreach & Administration Coordinator will not manage paid staff but will have substantial interaction with HLT’s Board of Directors, various committees, and volunteers.

Responsibilities

Outreach & Fundraising (50%)

- Enter and manage donor data; create and send prompt and engaging thank yous; and, ensure a strong culture of appreciation
- Prepare informative fundraising reports, including individual donor reports and annual comprehensive analysis of donor trends
- Execute annual giving and membership appeals, mass mailings, and recognitions
• Support preparation and distribution of print and digital communications, including Annual Report, bi-annual newsletters, monthly eNews, fact sheets/brochures, and social media
• Maintain MailChimp contact information and email templates
• Maintain website content, including coordination with web developer consultant
• Solicit photo contributions and maintain HLT’s photo database
• Maintain HLT’s outreach materials/display, including retail merchandise and branded give-aways
• Support planning and execution of fundraising and community events, including HLT’s Annual Meeting, Kayak Poker Run, Harvest Moon Dinner & Auction, and tabling events
• Support planning and execution of HLT’s 30th Anniversary celebration in 2021
• Participate in preparing grant applications and reports

Organizational administration and development (50%)
• Organize and manage HLT’s records, including digital and hard-copy files; back-up digital records
• Evaluate and purchase office equipment, securing quotes from vendors as necessary
• Maintain HLT’s administrative calendar, ensuring all requirements and deadlines are met
• Answer phones and emails; manage incoming mail
• Keep office clean, organized, and professional in appearance
• Prepare bank deposits and manage HLT’s Paypal account
• Prepare expense documentation, support annual financial audit, manage accounts payable and accounts receivable, and support HLT’s bookkeeper as requested
• Assist Executive Director in implementing all Land Trust Alliance Standards & Practices and preparing for Land Trust Accreditation
• Participate in board and committee meetings; support volunteer management

While this description is a fair representation of the Outreach & Administration Coordinator position, it is not a complete list of all responsibilities. HLT seeks a full-time staff person but may consider strong candidates that prefer some additional flexibility in work schedule.

Qualifications
• Bachelor’s degree and at least three years of relevant professional working experience (additional professional work experience may be considered in lieu of a Bachelor’s degree)
• Superior organizational skills with ability to project manage/prioritize to meet deadlines
• Excellent skills with Microsoft Office (Excel, Powerpoint, etc), desktop publishing software (Adobe, InDesign, etc), Google Drive, and database management (Little Green Light, E-Tapestry, Razors Edge, etc)
• Excellent writing, editing, and verbal communication skills
• Events management experience
• Conservation, environmental, or agriculture experience is not required, but is a plus
• Knowledge of and connections with Harford County is not required, but is a plus

Personal Attributes
• Personal passion for land conservation, the environmental, rural communities, and the outdoors
• Disciplined self-starter, capable of working independently as well as part of a team
• Can adapt to changing priorities and address opportunities and challenges with common sense, strategic thinking, and appropriate engagement with Executive Director
• Demonstrates problem-solving skills and ability to learn on the job
• Natural relationship-building skills
• Inspires trust and confidence through strong work ethic, attention to detail, and commitment to results
• Thrives in a fast-paced work environment, while maintaining patience, good humor, and professionalism
Working Environment

- Primarily office-based work (Bel Air, MD); flexible work arrangements available but must be able to come into office approximately 75% of work time
- Office is on the second floor of a building without elevators; staff must be able to go up and down stairs carrying materials to and from meetings/events
- Occasional evening and weekend events
- Occasional automobile travel within Harford County; staff must have own vehicle and valid driver’s license (mileage will be reimbursed)
- Occasional walking over rough terrain

Compensation

- Starting salary between $35,000 - $50,000 commensurate with experience (or $17.50 - $25.00 per hour for less than full time)
- Paid leave benefits
- Healthcare contribution
- Retirement contributions may be considered
- Professional development opportunities

How to Apply

Interested applicants should email a cover letter, resume, and contact details for three professional references to apply@harfordlandtrust.org. The position is open until filled. (Posted 2/5/2020)

HLT is an equal opportunity employer. We do not accept solicitations from job placement services. No phone calls, please. Nothing in this job description or posting guarantees employment.