

Development and Presidio Neighborhood Coordinator

Job Description

ABOUT THE SANTA BARBARA TRUST FOR HISTORIC PRESERVATION

The Santa Barbara Trust for Historic Preservation (SBTHP) is a nonprofit that operates El Presidio de Santa Bárbara State Historic Park for the State of California and owns and operates Casa de la Guerra in downtown Santa Barbara. As a county-wide preservation organization that manages an urban historic park which includes museums, archaeological sites, and numerous historic structures, we provide educational programs for both schools and the general public that addresses the region's multi-ethnic past and present.

REPORTS TO

Associate Director for Advancement

CLASSIFICATION

Part-time, 20 hours/week, non-exempt

SCOPE OF POSITION

Working under the direction of the Associate Director for Advancement, the Development and Presidio Neighborhood Coordinator supports the organization's fundraising and membership program as well as the Presidio Neighborhood marketing project. Works within a team environment led by Associate Director for Advancement.

DUTIES & RESPONSIBILITIES

Development and Membership Administration

1. Develop initiatives that result in increase of new members, retention of existing membership base, and drives visibility and awareness with prospective members.
2. Lead membership communication, including renewals, and write monthly membership email newsletters.
3. Responsible for processing donations, producing gift acknowledgement notifications, and maintaining member/donor database.
4. Coordinate with Director of Special Events and Rentals to plan membership gatherings to foster community amongst SBTHP members.
5. Staff tables at various SBTHP programs and local events to promote both rental and membership programs
6. Attend and support fundraising, membership and donor events as requested.

Presidio Neighborhood

1. Administrate the Presidio Neighborhood business membership and sponsorship programs including membership sales, renewals, and stewardship of members and benefits.
2. Update, manage, and keep current the Presidio Neighborhood website and social media accounts.
3. Coordinate with the Director of Special Events and Rentals to produce internal and external events that meet the needs of Presidio Neighborhood stakeholders.

General

1. Generates monthly written reports to Associate Director for Advancement for inclusion in department reports.
2. Attend regular staff meetings, Development Committee, and Ad-Hoc Event Committee meetings.
3. Perform other tasks as directed by the Associate Director for Advancement or Executive Director.

All work will be consistent with SBTHP's [Strategic Plan](#) The Trust is a diverse organization with a small staff and many activities. All staff members, including the Development and Presidio Neighborhood Coordinator, must be versatile and cooperative in carrying out a variety of responsibilities and duties, as assigned by the Associate Director for Advancement/Executive Director.

QUALIFICATIONS

1 year experience in development, events, website and social media administration, customer/client-facing role, or a comparable position preferred. Role requires strong customer service, oral and written communication, organizational, computer, web, social media, interpersonal and leadership skills. Ability to work collaboratively and independently, and attention to detail required. Bachelors degree in Communications or related field preferred. Understanding of web design, nonprofit donor/gift management, and software such as Adobe Creative Suite, Canva, Constant Contact, Little Green Light, Microsoft 365, and Squarespace preferred. Conversational Spanish preferred. Must be available to work nights, weekends, holidays and to work varying shifts.

START DATE

July 1

SALARY

\$24/hour

APPLICATION PROCESS

A complete [application form](#), cover letter, and resume are required. Please send application package to Yvonne Leal at yvonne@sbthp.org