



**Development Coordinator I or II  
30 - 32 hours per week**

**Mojave Desert Land Trust**

P.O. Box 1544 • 60124 29 Palms Hwy • Joshua Tree, CA 92252

**Development Coordinator – 30 - 32 hours per week  
Some remote work available**

Work for one of the leading conservation voices in the California desert! The Mojave Desert Land Trust is a 501c3 with the goal of protecting the California desert ecosystem and its scenic and cultural resource values. We do this through a winning combination of land acquisition and stewardship, native plant restoration and seed banking, education, and advocacy. We have acquired over 100,000 acres across the California desert, and we are a record-holder in land conservation, having conveyed more tracts of land to the National Park Service than any nonprofit nationwide since 2006.

***Come join our team of highly motivated and passionate staff who care deeply about our mission and one another.*** At MDLT, we believe in, and support workplace diversity, equity and inclusion. It is our belief that a diverse and inclusive workforce leads to better discussions, decisions, and outcomes for everyone. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

MDLT offers competitive salaries; paid vacation, sick, and administrative time; health, dental and vision insurance; 401(k) Retirement Plan with a 3% match, and 12 paid holidays per year.

We are seeking an experienced, energetic and collaborative **Development Coordinator**. The person selected to fill this key position will be responsible supporting the receipt of donations, and data management. This position is heavily relied upon for ensuring quality and responsiveness of the department as well as accurate record keeping and data entry. The Development Coordinator will assist with fundraising campaigns, fundraising events, donor research and community outreach.

**Please apply to [Lani@mdlt.org](mailto:Lani@mdlt.org) with a resume and cover letter addressing your reasons for interest and how your experience prepares you for this position.** Please include at least three professional references with phone and email contact information. All applications are held in confidence;

references will not be contacted until later in the search process with the candidate's prior knowledge. Review of applications will begin immediately and will continue until the successful candidate is selected. **NO PHONE CALLS PLEASE.**

**Starting Salary Range:** \$18.91 to \$20.87 per hour @Level I, \$20.80 to \$22.40 per hour @ Level II

### **Roles and Responsibilities:**

- Serve as primary donor stewardship contact for membership inquiries.
- Process gifts including new memberships and renewals, annual donations, offline donations, grants, contributions to Paypal, Facebook and other sources.
- Communicate membership and donor information in person or via electronic mail, telephone, mail, or written correspondence to members and prospective members.
- Coordinate communications for new, renewed, and lapsed memberships, donations, and sponsorships.
- Create regular and accurate reports regarding current donor status for the development and finance teams.
- Perform CRM (Customer Relationship Management) queries, pull reports, and prepare lists to respond to development requests. Experience with Every Action preferred.
- Maintain donor database records as well as various spreadsheets and logs that detail member interests, giving capacity and contact information.
- Upload notes into CRM database to facilitate moves management for Individual Giving.
- Ensure all processing timelines are adhered to in the production of gift entries, member card and package generation, and various acknowledgements.
- Conduct research to identify the goals, net worth, history of charitable donations, or other data related to potential donors, investors, or general donor markets.
- Maintain all supplies and membership materials inventories.
- Conduct development mail projects including assisting in writing and sending messages of thanks to donors.
- Coordinate web-based fundraising activities, such as online fundraising, auctions or donation web sites.
- Assist with membership, donor and sponsorship recruitment and retention.
- Provide logistical support for events as needed. Including occasional nights and weekends.
- Maintain development calendars, manage appointment invites, RSVP lists, etc.
- Assist in identifying and building relationships with potential donors.
- Secure commitments of participation or donation from individuals or corporate donors; solicit cash or in-kind donations or sponsorships from individual, business, or government donors.
- Work with Communications Department on publicity and promotion of MDLT special events and activities, donor and sponsor profiles.
- Prepare materials for charitable events, such as fundraising envelopes, bid sheets, or gift bags.
- Other duties as assigned.

### **Working Conditions:**

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Work at a desk for extended periods of time. Stand, walk, and sit for extended periods. Able to carry, push, pull, reach and lift objects of light to medium weight such as large binders, books, and small office equipment up to 20 pounds.
- Hearing and vision within normal ranges with or without correction.
- Communicate orally with MDLT management, board members, co-workers, volunteers, vendors, and the public in face-to-face, one-on-one and group settings. Regularly use the telephone for communications.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Use office equipment such as computer, keyboard, and copiers. Ability to look at computer monitors for extended periods of time.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions.

- Travel by vehicle while conducting MDLT business.

The working conditions described here are representative in part of those that will be encountered by an employee in this position. Reasonable accommodations may be made to enable individuals with disabilities to successfully function in these working conditions.

#### **Required knowledge, skills, and traits:**

- Strong experience with and interest in various information technologies along with competency across Microsoft suites of software (e.g., MS Word, Excel, PowerPoint, etc.).
- Knowledge of Customer Relations Management systems strongly desired.
- Strong research skills.
- Proven ability to treat pertinent information with confidentiality.
- Actively Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Writing – must communicate effectively in writing as appropriate for the needs of the audience. Proficient English usage, spelling, grammar and punctuation.
- Judgement and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Ability to multitask and prioritize quickly and professionally in response to requests.
- Excellent time management and organizational skills – must be detail oriented and thorough. Must be able to work efficiently, meet deadlines, and achieve goals.
- Understanding of safe work practices.
- Position requires working flexible hours, including some evenings and weekends.

#### **Additional Required Skills and Traits:**

- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization. Must have the ability to be discreet and properly handle confidential information.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization. Proven experience working cooperatively, effectively, tactfully and personably with a variety of people including the leadership team, support staff, students, volunteers, regulatory agencies, local government, and conservation and other professionals.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Must be able to effectively make presentations before large and small groups.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization. Must be able to work independently and under pressure at a fast and rigorous pace in response to an ever- changing demand of the position.
- **Organization:** Set priorities, develop a work schedule, monitor progress toward goals, and track details/data/information/activities. Must be extremely detail oriented.
- **Transportation:** Must possess a valid class “C” driver’s license at all times of employment and be able to safely operate a 4WS vehicle and trailer across a variety of terrain.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem in a timely, effective and

efficient manner.

- **Technologically Advanced:** Proficiency in Microsoft Office Software products, Adobe Acrobat Reader or Professional, CRM/Donation Management Databases, Marketing Software, and website maintenance, preferably WordPress.
- **Flexibility:** Willingness to travel as needed and adjust shifts according to needs of the organization. Willing and able to work in a variety of terrains and weather. Must be able to evolve as the organization evolves and actively engages in furthering the development of the organization and to perform any other duties as assigned.
- **Ability to support MDLT's conservation culture and MDLT's values of Respect, Collaboration, Adaptability and Sustainability.**

**Qualifications:**

***Education and/or Previous Work Experience***

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

**Required:**

- High School diploma and one (1) to three (3) years of relevant work experience including data entry, maintaining and managing a database as well as running queries, pulling reports.
- Relevant work experience representing the employer while working and communicating with members of the public.
- Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

**Preferred:**

- Bachelor's degree and one (1) to three (3) years of relevant experience dealing with tracking, reviewing and managing donations, conducting donor research, donor outreach activities, and coordinating or assisting with the coordination of fund-raising events and activities.
- 1+ year using Every Action or other CRM to support fundraising for a non-profit organization.
- Familiarity with conservation organizations, California Desert flora and fauna, arid ecosystems, and/or restoration ecology, conservation best practices.