



Join Our Team -- Communication & Development Associate

Position Summary

Bayou Land Conservancy seeks an engaged team player to strengthen our donor programs and engage the community in our land conservation mission.

Bayou Land Conservancy (BLC) is a nonprofit organization that preserves land along streams for flood control, clean water, and wildlife. For more than 25 years BLC has been at the forefront of land conservation in the Houston region. With more than 14,000 acres protected in SE Texas, our land protection focus is the Lake Houston watershed, an area that provides the drinking water for millions of people each day. We also host thousands of people each year on our 14-mile Spring Creek Nature Trail, near The Woodlands. Our Ambassador Program provides environmental education to adults in our community and helps support our land conservation projects. Our office is located in The Woodlands. To learn more about BLC, please visit www.bayouland.org or find us on social media.

Position Title:	Communication & Development Associate
Reports to:	Executive Director (ED)
Classification:	Full-time, exempt
Compensation:	\$33,000-\$38,000 annually, depending on experience. Benefit package includes paid vacation, sick leave and holidays, company sponsored health, dental & vision plans, eligibility for SIMPLE-IRA match up to 3%, flexible work schedule.

Summary:

The Communication & Development Associate (CDA) will help develop and support BLC's membership and donor programs. The CDA oversees the management of BLC's constituent and donor database (Salesforce), and its strategic use in building donor relationships, member recruiting, volunteer programs, and other campaigns and initiatives.

Key Duties & Responsibilities:

- Maintain and administer BLC's constituent and donor database, including the timely entry and acknowledgment of gifts, reports, mailing list exports, and other related tasks.
- Recommend database, process, and technology improvements that will benefit BLC, and its fundraising programs.
- Oversee mailing of annual membership renewals throughout the year, and follow-up with members at the time of their renewal.
- Assist on annual appeals and campaigns to acquire new members
- Assist in production of printed donor newsletter and other donor communications, as needed

- Create and implement an overall annual giving strategy and establish short- and long-term fundraising goals for the program in conjunction with the Executive Director (ED).
- Assist in planning and executing special events, such as Land Lover Gala, Stewardship Society annual luncheon, and Brews and Bayous .
- Support the ED, program staff, and board members in developing and maintaining successful donor relationships.
- Ensure BLC's Diversity, Equity, Inclusion & Access (DEI&A) goals are appropriately reflected in donor programs and communications with members and the public; and support BLC's DEI&A Plan and strategies and the accompanying implementation work plan, where applicable.
- Maintain BLC's website and social media presence, including the production of posts, ads, and spotlight stories, tracking associated metrics, and maintaining the online calendar of events. Monitor online conversations and participate in them to build brand visibility and supporter engagement.
- Coordinate annual applications for EarthShare of TX, Guidestar, and others as needed.
- First point of contact for phone and email communications with BLC.
- Other duties as assigned.

Key Qualifications:

- A passion for the outdoors and BLC's mission.
- Be able to leverage proficiency in Salesforce or other similar customer relations management platforms to manage sophisticated donor database. Experience with Salesforce preferred.
- Highly energetic and motivated personality with ability to identify and respond to operational issues, specifically with data entry scenarios.
- Strong organizational skills, with a keen eye for detail, and quality control are imperative, as well as being able to work on multiple projects at one time.
- A commitment to customer service, excellent interpersonal and communication skills, both verbal and written.
- Excellent computer skills, specifically in Microsoft Office. Basic graphic design skills using Adobe Creative Suite, Canva, and Email Octopus (or similar platform).
- Professional and friendly phone and email skills.
- Demonstrated success working in a team-oriented environment as well as ability to work independently when trained.
- An ability to relate to diverse communities, and stakeholders with different backgrounds and perspectives.
- Ability to work with sensitive information and maintain confidentiality.
- Bachelor's degree desired.

Applicant must be willing to work after hours and weekend, as necessary, to support special events and programs. Must be able to physically lift, carry, and handle equipment, supplies, and

other materials. Requires sitting, standing, climbing stairs, and walking for moderate periods of time. Good hearing is necessary to receive detailed information through oral communication. Visual acuity is needed to produce work product and to verify accuracy of written materials. Must have ability to adapt to varying workloads and work assignments.

The above statements are intended to describe the general nature and level of work to be performed by the person in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this person and position.

HOW TO APPLY:

To apply, email resume and cover letter to info@bayouland.org. No phone calls, please. If possible, please remove all identifying information (photos, LinkedIn, etc.) from your resume in an effort to help us reduce unconscious bias from our resume review process. We are committed to cultivating an inclusive environment where a diverse group of people can and want to do their best work, and that starts with our hiring practices.

Bayou Land Conservancy is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic. We value people of all experiences, backgrounds, and perspectives, and we understand that diverse perspectives are crucial to ensuring a successful organization.