



**Job Title:** Donor Engagement Associate  
**Salary:** \$40,000  
**Location:** Hybrid – HQ office Durham & remote  
**Reports to:** Annual Fund Manager  
**Application Deadline:** March 10<sup>th</sup>, 2023

### **About TLC**

Triangle Land Conservancy (TLC) is an accredited and well-respected land trust, having protected over 23,000 acres in the rapidly growing Triangle region of North Carolina. Since 1983, TLC has conserved land to safeguard drinking water, support family farms and the local food economy, protect important natural habitat, and connect people with nature. TLC is currently headquartered in vibrant downtown Durham, although most staff are working remotely. This is an exciting time to work at TLC as we are seeing a dramatic increase in use of our public nature preserves and growth in community support for our mission. TLC is doubling the pace of conservation in the Triangle and will conserve 25,000 acres by 2025 as outlined in our [Strategic Action Plan](#).

TLC seeks to attract candidates who support our [mission and values](#) as well as respect and promote excellence through diversity. To this end, TLC recruits, hires, trains, and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age. [www.triangleland.org](http://www.triangleland.org). We are seeking candidates that demonstrate diversity of perspective, experience, and culture. We encourage applications from Black, Indigenous and People of Color applicants as well as any applicants who are historically underrepresented in roles like this.

We encourage applications from people who have a passion for the work outlined below, even if their professional experience does not align perfectly with the expectations listed. TLC has a generous support system that includes a mix of paid professional development opportunities as well as training and support from fellow staff members.

### **Position Summary**

The Donor Engagement Associate reports to the Annual Fund Manager (AFM) and works closely with the entire Advancement Team. This team includes Philanthropy, Education and Outreach, and Communications. The DE Associate provides important coordination with the annual fund, recurring gift, online donation, and special gift campaigns as well as active support for our ongoing and expanding donor stewardship and community engagement efforts. The ideal candidate is self-motivated, mature, friendly, and capable of managing their workload and prioritizing tasks in a fast-paced nonprofit environment.

The DE Associate is primarily responsible for assisting with and providing logistical support for TLC's annual fund program to broaden donor base, upgrade the average size of donations, increase donor retention, and provide exceptional donor stewardship.

### **Essential Duties Include**

#### *Annual Fund, Donor Stewardship, and Community Engagement*

- Assisting the AFM in implementing a comprehensive Annual Fund campaign and special giving days, including data management and analysis, clean up, and list development.
- Helping the AFM with coordinating fundraising schedules, tracking, and analyzing renewals, acquisition, and attrition.
- Supporting timely and accurate production of fundraising analysis reports for use by leadership, Philanthropy staff, committees, and Board members.
- Supporting TLC's volunteer Development Committee.
- Supporting and helping to expand donor stewardship processes and events.
- Assisting, as needed, with the preparation for and tabling at a variety of community engagement events including supporting TLC's volunteer program (corporate, volunteer, educational etc.).

#### *Donor Database Administration*

- Working with the Database Associate to provide back up support for data entry into Raiser's Edge NXT (TLC's fundraising database system) and ensure accurate information and system integrity.
- Update donor records in a timely manner and complete routine database audits to ensure accurate record keeping.
- Assist with donor data management by creating lists, queries, and reports for mailings, publications, emails, and donor stewardship activities.
- Work closely with the Finance Department to ensure accurate recording and timely reconciliation of all gifts and reports, especially during monthly and fiscal year-end closing and the annual audit.

#### *Project Management and Coordination*

- Coordinate projects in an organized and timely manner including solicitation and stewardship mailings; fundraising and donor appreciation events.
- Coordinate with Philanthropy staff to ensure alignment between program goals and delivery of member benefits. Participate in developing, implementing, and tracking department goals.
- Maintain an organized supply of Advancement specific materials

### **Essential Experience, Technical Skills and Competencies**

- BA/BS or equivalent education and/or experience.
- Demonstrated data entry experience. Raiser's Edge or similar CRM program experience preferred.
- Demonstrated ability to retrieve, analyze, and synthesize information to create accurate reports and lists.
- Strong organizational and analytical skills. High degree of focus and attention to detail.
- High proficiency in Word, Excel and Outlook required. Word Press and MailChimp experience desired.

## Attributes

- Has an understanding of Diversity, Equity and Inclusion and a commitment to noticing how our work can be more equitable and supporting those efforts.
- Detail and deadline-oriented: You are attentive to details, generally get it right the first time, but invite input from other staff. You are accountable.
- Go getter: You are mature, supportive, and dependable, can easily shift back and forth from working autonomously to working collaboratively, and desire to undertake new and varied projects and responsibilities.
- Creative and Innovative: You have an openness and interest for exploring new strategies and concepts. Creativity helps you solve challenges and makes work more fun and effective.
- Flexible and capable: You manage changing priorities with ease and get the job done. You take projects from start to finish and anticipate changes in schedules.
- Process-oriented: You are efficient with setting up and maintaining systems to create high quality work in collaboration with others.
- Strong communicator: You demonstrate poise, diplomacy, and tact when appropriate, but have a natural tendency toward sharing joy, inspiration, excitement, and passion. You have strong written and oral communication skills.
- Team player: You actively support a culture where people encourage each other and work together to succeed and/or celebrate the successes of others. You ask for help when you need it and pitch in to support others.
- Ability to work evenings and weekends as required (not a regular occurrence).

Benefits: This is a full-time permanent and exempt position with excellent benefits; including employer paid health, dental and vision insurance, short-term and long-term disability with generous paid time off and holiday observances.

## How to apply:

Applications should be submitted via email as a single pdf to [hr@triangleland.org](mailto:hr@triangleland.org) with the subject line "Donor Engagement Associate: The following documents should be included: 1) letter of interest 2) maximum two-page resume 3) three professional references. References will not be contacted without notifying you first.

**All applicants shall receive a confirmation email and if you are selected for an interview HR will contact you. *Please no recruiters and no phone calls, drop-ins, paper submissions or status updates.***