

JOB DESCRIPTION

Development and Communications Associate

The Coastal Prairie Conservancy (CPC) seeks a **Development and Communications Associate** to provide support to CPC's advancement team. Under the direction of the Advancement Director, this position assists with a variety of projects related to communications, public relations, special events, fundraising, and database management.

Major Duties and Responsibilities

- Maintain and administer CPC's constituent and donor database, including the timely entry and acknowledgement of gifts, reports, mailing list exports, and other related tasks.
- Spearhead the development and production of a monthly newsletter, e-blasts, and annual reports, in addition to coordinating general marketing and promotional materials.
- Maintain CPC's website and social media presence, including the production of posts, ads, and spotlight stories, tracking associated analytic metrics, and maintaining the online calendar of events. Monitor online conversations and participate in them to build brand visibility and supporter engagement.
- Develop content and strategies that encourage action for various communication platforms and mediums.
- Assist in planning and executing special events, including the annual CPC Bash, Prairie Leadership Circle events, and other small events as needed.
- Assist with end-of-year annual appeal concepts and execution, as well as donor and volunteer stewardship.
- Write and pitch press releases as needed, coordinate media opportunities, and generate calendar releases.
- Provide writing and editing services for other communication projects as assigned.
- Coordinate annual applications and reports to EarthShare of Texas, BBB, GuideStar, and others.
- Other duties as assigned.

Qualifications and Requirements

- Strong attention to detail and accuracy; excellent organizational skills. The ability to produce polished work with minimal oversight is a must for this position;
- Strong project management and time management skills, with the ability to prioritize numerous ongoing projects;
- Ability to build rapport with donors, volunteers, and the public with diplomacy and discretion;
- Discretion with sensitive information and ability to maintain confidentiality;
- 1-2 years of experience working for a non-profit organization (or relevant collegiate experience), preferably in development and/or marketing, would be considered a plus;
- Highly energetic and self-motivated, with proven ability to work as a member of a high-performance team;

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- Excellent computer skills, specifically in Microsoft Office. Basic graphic design skills using Adobe Creative Suite. Donor management software (DonorPerfect) and ConstantContact experience strongly preferred;
- Bachelor's degree and/or work experience in grants administration, accounting, or related field; and
- Experience with non-profit organizations and grants administration preferred.

General Skills and Abilities

- Outstanding attention to detail, organization, diligence and commitment to excellence;
- Ability to think and problem-solve creatively;
- Ability to meet deadlines;
- Excellent verbal and written communication skills;
- Familiarity with environmental and/or land conservation issues is desirable; and
- Personal qualities of integrity, honesty, and discretion.

Location & Physical Requirements

- The position is based in CPC's Houston office;
- Some evening and weekend hours may be required occasionally for donor events and special projects;
- Frequently sit for long periods of time;
- Frequently speak, read, write, and use a computer keyboard; and
- May require occasional standing, walking, lifting, stooping, and bending.

Compensation

- Salary commensurate with experience; range \$40,000 - \$46,000;
- Benefits include Health Insurance and Retirement Plan Contribution; and
- As an exempt, salaried employee, the Development and Communications Associate is not eligible for overtime.

Application Process

Interested applicants should send a cover letter and resume in a single file PDF to info@coastalprairieconservancy.org with the subject line "Development and Communications Associate." No calls please. Candidate will be required to pass background check and provide references upon request.

The Coastal Prairie Conservancy (CPC) is a 501(c)(3) land trust accredited by the Land Trust Accreditation Commission. As an equal employment opportunity employer, CPC is committed to maintaining a non-discriminatory work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law. CPC is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, and innovation.