



*Highlands-Cashiers*  
**LAND TRUST**  
"Saving Special Places since 1909"



## **DEVELOPMENT AND OUTREACH ASSISTANT**

The Development and Outreach Assistant is responsible for several duties at Highlands-Cashiers Land Trust (HCLT), including meticulously managing HCLT's donor database and processing donor gifts/donor acknowledgements; assisting with other fundraising, PR, and administrative tasks; assisting with event planning and implementation; and providing office reception services such as greeting visitors and directing telephone calls as well as other duties as needed.

This is a part-time position (20-30 hours/week) with the possibility of transitioning to full-time and other growth potential. Hourly wage commensurate with experience.

## **RESPONSIBILITIES**

- Regularly manage updates to database and process all donations with a personal commitment to accuracy and confidentiality.
- Generate giving reports, targeting mailing lists, other data from database as needed.
- Answer phones and greet visitors to HCLT office.
- Assist with special events planning, preparation, and execution.
- Compile and create development and marketing materials as needed.
- Other duties as assigned.

## **REQUIRED QUALIFICATIONS**

- Minimum 1-3 years in an area related to office administrative support, development, or event coordination. Nonprofit work experience a plus.
- Proficient in Microsoft Word, Excel, and Outlook.

## **REQUIRED SKILLS**

- Exceptional organization, attention to detail, and time management.
- Excellent customer service and communication, written and verbal.
- Professionalism and ability to maintain confidentiality.
- Friendly demeanor, positive attitude, and sense of humor.

## **PREFERRED SKILLS**

- Experience with Constant Contact, Click & Pledge, Weebly, and Canva or other email, donation/sales, website or design programs a plus.
- Experience managing a detailed database or similar preferred.

## **ABOUT HIGHLANDS-CASHIERS LAND TRUST**

Highlands-Cashiers Land Trust staff is small in size but hardworking and passionate about conserving some of the world's oldest mountains. The organizational culture is professional yet friendly and staff are given a healthy balance of autonomy and support. This position reports to the Development Director and has the option for some flex scheduling. Dog-friendly workplace.