Shelby Area Rural Conservation

Job Opening

*Posted: August 7, 2019*

Shelby Area Rural Conservation ([SARC](https://www.shelbyarearuralconservation.org/)) seeks a Development Coordinator who will work with the Board of Directors to help lead SARC’s development program, managing aspects of SARC’s fundraising efforts and providing outreach to the public and partners.

This position will require organizational skills, initiative, and strong interpersonal skills. The ideal candidate would have a bachelor’s degree and 1-3 years relevant experience working for a non-profit.

This is a part-time contractor position with competitive compensation and no benefits, but there is an opportunity for contract renewal or transitioning to part time staff of SARC. SARC is a small but growing organization working to support agriculture and save farmland in the Shelby County region, and the Development Coordinator will play a major role in helping us achieve our next steps. The exact hours to be worked are flexible. Success in this position will require a motivated self-starter to accomplish the tasks.

To apply, please email cover letter and resume to **sarc2065@gmail.com** with “Development Coordinator” in the subject line.

**Job Description**

Position: Development Coordinator

Reports to: Chairman of the Board of Directors

Status: Part Time Contractor

Term: Approximately six months from date of hire

Compensation: $450/month

Workload: Approx. 25 hrs./month

**Specific Responsibilities:**

1. Direct Mail Appeal: Manage annual direct mail solicitation to be sent in November, including finalizing and printing letter and other mail materials, prompt thank-you letters, and accurate tracking for reporting to the Board.
2. Major Gift Fundraising: Manage scheduling and tracking to ensure regular contacts by Board members with major donors; provide materials for meetings and follow-up information as needed.
3. Grants: Maintain and expand list of potential grants and work with Board members to vet any potential grant funds; potentially assist with grant proposals.
4. Mailing List: Work with the Board of Directors and other volunteers to identify additional people to be added to the SARC mail and email lists; keep lists updated and research addresses or other info.
5. Communicate with Public: Respond promptly to emails to SARC email address, passing along correspondence to Board members as directed; respond to written requests or voicemails.
6. Presentations: Work with Board members and/or consultant to develop presentation(s) to be given to the public or certain groups, detailing SARC’s vision, mission, and/or programs.
7. Email Updates: Use web-based program to send out occasional emails to supporters of SARC, working with Board members to develop the content and purpose of the message.
8. Website: Add information or updates to the SARC website (not a large amount of time, and no web development experience is required).

**Knowledge, Skills, and Ability:**

* Excellent organizational skills and attention to detail
* Strong communications skills, oral and written
* Proficiency with Microsoft Office software: Word and Excel are a must, PowerPoint preferred
* Exercise discretion with highly confidential information
* Manage multiple simultaneous projects and related tasks
* Succeed in work that requires collaboration and independence
* Professionalism and maturity in social environments

**Work Environment:**

This contractor position requires that the contractor work remotely, however routine meetings with SARC Board members will be required and only local travel will be reimbursed, so it is expected that the contractor will be in the vicinity of Shelby County, Kentucky.

For more information about SARC, see our website: [www.shelbyarearuralconservation.org](http://www.shelbyarearuralconservation.org)

POSTED: August 7, 2019 Applications accepted until August 31, 2019, or until position is filled.