



TITLE

Organizational Advancement Officer

This is a full-time, 40-hour per week, at-will, exempt salaried position.

SUMMARY

The Organizational Advancement Officer will provide administrative, program and fundraising support to the Executive Director. Working closely with and under the direct supervision of the Executive Director, this position will assist in the creation and implementation of fundraising, marketing and communications functions, as well as the development and implementation of community conservation programs, such as the scheduling and coordination of the Vámonos walks.

DUTIES AND RESPONSIBILITIES:

- Assist the Executive Director with the overall organizational needs for the organization.
- Support the Executive Director on community conservation program development and implementation.
- Help to plan, create, write and update marketing and outreach strategies, such as newsletters, eblasts, presentations and website content.
- Provide assistance as needed for the development of special projects, such as launching a planned giving program; the administration of the Night Sky monitoring project, Bears Ears Camping Trip, and implementing the Conservation Homestead management plan.
- Assist the Executive Director with planning and coordination of fundraising activities, such as planning and implementation of the Insider Tours, identifying major donor prospects, developing a major donor gift solicitation strategy, and stewarding major donors; outreach for planned giving, drafting grants and grant reports, and general outreach presentations to the community and business organizations.
- Assist in expanding grant opportunities by researching potential new grant sources.
- Assist in the creation and maintenance of a master calendar of fundraising activities, including grant reports, etc.
- Participate in special events, outings, and programs at the direction of the Executive Director.
- Perform other duties and responsibilities as requested by the Executive Director.

CORE QUALIFICATIONS:

- College degree in related field
- Organizational management experience
- Strong verbal and written communications skills
- Nonprofit development background, comfort working with major donors
- Event organizing/management
- Competency in Microsoft Office Suite
- Ability to balance/prioritize multiple projects, manage deadlines in fast paced setting
- Willingness to work outdoors in changing weather/terrain for programs and projects

PREFERRED QUALIFICATIONS:

- Supervisory experience
- Experience with Salesforce or similar CRM/donor software
- Familiarity with Adobe Creative Suite
- Grant proposal writing/grant tracking experience

DETAILS:

Position Title: Organizational Advancement Officer

Classification: Full Time, Exempt Status

Reports To: Executive Director

Location: In Office (with potential for work from home hybrid schedule) Santa Fe NM

Salary: Commensurate with relevant professional experience and/or advanced degrees

Benefits: Health insurance, IRA contribution account, Paid time off and holidays

TO APPLY:

Email your resume and four writing samples to jobs@sfct.org by 5 pm December 15, 2022.
No phone calls please.