



SOUTHWESTERN ILLINOIS RC&D, INC.

Title: **Fundraising Specialist (TLC)**

Position Description Number: **41**

Classification: **The Land Conservancy**

Position Summary:

The Fundraising Specialist will work with The Land Conservancy Coordinator to design and implement a membership program for The Land Conservancy, with the primary area of focus to be on direct marketing.

Key Responsibilities:

Specific duties include, but are not limited to, the following:

1. Assist in the development of a fundraising committee.
2. Develop an annual budget (revenues) for membership donations.
3. Develop a database of individuals within the region whom are capable of making a contribution of up to \$999 to the organization.
4. Work with the TLC Coordinator and the Marketing Coordinator to develop appropriate presentation materials for these individuals.
5. Make a minimum of four mailings (donation requests) per year.
6. Maintain records of responses for follow-up, purging of records, etc.

Qualifications:

The Fundraising Specialist will possess:

1. A minimum of two years of prior experience in working with a direct-mail membership program.
2. Knowledge of the Microsoft Office Suite, including: Word, Outlook, Access and PowerPoint.
3. Knowledge in donor-tracking software.
4. Access to email.
5. Very strong communications skills, including writing, listening and presentation.

Supervision:

This position will report directly to the Coordinator of The Land Conservancy.

Longevity:

The individual selected for this position is expected to serve for a minimum period of one year.

Level of Commitment:

It is expected that an individual will commit a minimum of 40 hours per month towards activities associated with this position.

Workplace Location:

This position would work out of the RC&D office in Mascoutah, although portions of the work could be completed at the selected volunteer's home work station.

Benefits:

The Fundraising Specialist is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses
- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills