



Capital Campaign Coordinator  
Application review starts December 31, 2023. Open until filled.

**COLLABORATES WITH:** Philanthropy and Communication Team, Executive Director, Campaign Committee, Campaign Consultant

**REPORTS TO:** Director of Philanthropy and Communications

**STATUS:** Full-Time Exempt

**SALARY:** \$60,000 plus benefits

Inland Northwest Land Conservancy is seeking a detail-oriented individual, skilled in database management, event planning, and written communication to aid our team in conducting a five-year \$4 million capital campaign. This is a unique opportunity to join a growing team of conservation professionals to help accelerate conservation outcomes in the Inland Northwest. Our work is engaging, meaningful, challenging, and dynamic, and we are seeking a team member with dedication and focus who will bring energy and humor to the job.

**POSITION SUMMARY:** The focus of this position is to support the day-to-day functions of a capital campaign, including database management, data collection, and processing, direct communication with members of the capital campaign committee, and the detailed planning and execution of events designed to support fundraising efforts. The position will also require the support of overall operations within the Philanthropy and Communications department, which may include writing, editing, and overseeing the production of marketing materials and other fundraising tools and communication as needed.

**DUTIES AND RESPONSIBILITIES:**

- Work with the capital campaign committee to coordinate donor visits
- Process pledges and gifts for the capital campaign
- Produce regular reports and communication about the status of fundraising and updates about donor visits
- Provide training and support for board members and committee members using Little Green Light
- Work with the executive director, philanthropy director, and capital campaign committee to plan and execute the creation and production of campaign materials
- Assist in executing other non-campaign fundraising events and activities as needed

**DESIRED QUALIFICATIONS and RELATED LIFE EXPERIENCE:**

- Committed to land conservation and the Conservancy's vision, mission, and values.
- Previous campaign or general fundraising experience.
- Expertise and detail orientation for donor records management.
- Highly organized and with an eye for detail; able to meet firm deadlines.
- Demonstrated success managing events.
- Willingness to work on evenings and weekends occasionally.
- Demonstrated knowledge of donor or customer relations.
- Practical problem-solving and organizational skills.
- Adept at multi-tasking and event planning with multiple stakeholders and on set timelines.
- Ability to adapt, perform under pressure, and work both independently and as part of a team.

We conserve, care for, and connect with lands and waters essential to life in the Inland Northwest.

Join Us

[www.inlandnwland.org](http://www.inlandnwland.org)

- Excellent verbal and interpersonal communication skills; ability to speak about the organization's work in an articulate, professional, and compelling manner.
- Strong development communication and writing skills; able to effectively convey the organization's mission, priorities, and programs to diverse audiences in a variety of formats with solicitation, acknowledgment, and stewardship communications.
- Valid driver's license, personal vehicle, and automobile insurance.
- Desire and ability to live and work in the region.
- Ability to lift 30 pounds and walk on steep or uneven terrain.
- Competent with standard computer software, including MS Word, MS Excel, MS PowerPoint, and e-mail.

#### **ADDITIONAL SKILLS THAT WILL STRENGTHEN AN APPLICATION**

- Project management experience.
- Graphic design, layout, media relations experience.
- Experience with Little Green Light a plus.

This is a full-time, salaried, exempt position that collaborates with the Philanthropy and Communications Team and reports to the Philanthropy and Communications Director. The Conservancy offers a competitive salary and benefits package. Our office is located in the Community Building in downtown Spokane, WA. We offer a smoke-free workplace with flexibility for remote, off-site working. Inland Northwest Land Conservancy is an equal-opportunity employer, and we are seeking applicants from all backgrounds.

To apply: Submit a cover letter describing motivations, qualifications, and related life experience, along with your resume, attached to the email, to: [ccorbin@inlandnwland.org](mailto:ccorbin@inlandnwland.org).

No phone calls please.