



**Position Title:** Donor Engagement Coordinator  
**Full Time/Part Time:** Full Time  
**Supervisor:** Director of Development & Engagement

### **About The Land Trust for Tennessee**

The Land Trust for Tennessee (“LTTN”) is a statewide, accredited non-profit land conservation organization with an office in Nashville and an office in Chattanooga. Now in its 21<sup>st</sup> year, LTTN has protected nearly 135,000 acres through over 400 conservation projects across Tennessee. There are over 1,000 land trusts in the U.S., and in 2020, LTTN won the National Land Trust Excellence Award from the Land Trust Alliance. LTTN seeks an energetic professional to join our collaborative staff and our highly-regarded board in this full-time position. The position is based in Nashville with a statewide focus, and offers an impactful, demanding work opportunity at one of the nation’s premiere conservation organizations.

### **Summary of Position**

The Donor Engagement Coordinator (“Coordinator”) will assist in carrying out The Land Trust for Tennessee’s (“LTTN”) donor relations strategy and programming. The primary responsibilities of this position are to support the growth of the donor base through data analysis and research, manage LTTN’s annual appeal mailings, and serve as a staff liaison to LTTN’s Board of Directors.

The Coordinator will be a team player, working collaboratively to help implement fundraising strategies to meet a \$2.6+ million operating budget (which includes but is not limited to individual, corporate, foundation, and events revenue streams).

The ideal candidate is a self-motivated, nimble, disciplined leader who embodies and inspires a culture of philanthropy. The Donor Engagement Coordinator must have the composure and sophistication to make genuine and long-term connections with LTTN leaders (including Board members, high net worth donors, and corporate partners), moving them to deeper levels of commitment to LTTN. This role should naturally adapt to shifting needs and situations and thrive in a culture of collaboration and accountability.

### **Primary Responsibilities**

#### Fundraising

- Identify and research prospects in the forms of individuals, corporations, and foundations to determine giving capacity and likelihood
- Develop profiles for existing and prospective donors to assist in future asks
- Manage the online fundraising platform, Classy, building and editing giving pages and receipts, and troubleshooting technological issues as they arise
- Produce timely, accurate and comprehensive fundraising reports and documents as assigned from multiple platforms, including Salesforce and Classy



- Prepare and execute direct mail fundraising communications, calculating donor ask amounts based on prior giving history, increasing total contributions in accordance with strategic and fundraising plans, and tracking appeal success rates
- Develop relationships on behalf of the organization with an assigned portfolio of donors
- Assist with tracking event metrics, including gifts made and RSVPs received
- Maintain and update The Land Trust's online profiles (i.e., Giving Matters, Guidestar, LTA)
- Express through speaking and writing a deep understanding of both the importance of and technical/transactional aspects of LTTN's work
- Assist in the development of a membership program, eventually overseeing its continued maintenance and contributing to a growing base of members and annual contributions

#### Board Relations & Administrative

- Serve as Board, Committee, and Trustee Council member liaison
- Ensure members comply with annual requirements, including signing the Confidentiality Policy, as well as the Conflict of Interest Policy and Conflict of Interest Disclosure forms
- Maintain accurate Board, Committee, and Trustee Council member lists and contact information
- Schedule Board, Committee, and Trustee Council meetings, including coordinating date and venue selection, as well as preparing and sending calendar invitations to appropriate members
- Coordinate meetings, including:
  - Manage venue logistics, prepare agendas, collect, and distribute materials to staff and members, prepare and run presentations, confirm and track attendance, coordinate minutes and roll call, manage post-meeting activities
- In concert with Leadership Team, develop and implement impactful trainings and educational programming for Board, Committee, and Trustee Council members
- Assist the finance and operations team on an as-needed basis with answering phones, gate calls, and mail delivery

#### Benefits

- Full-time position, working 40 hours per week, with a hybrid work model possible following the first 90 days of employment. Flexible hours offered based on workload, weather, and events schedule.
- In the first two years of employment, we offer 20 PTO days on an accrual basis and 11.5 paid holidays per year.
- Medical and Dental insurance premiums are covered at 85% for employee, and an additional 50% for spouse and family medical plans. We offer a PPO health plan or an HSA option. Each full-time employee is given a \$25,000 company-sponsored Life Insurance policy. Other voluntary insurance includes vision, additional life, long-term disability, short-term disability, critical illness, and accident.
- We offer a 403b retirement plan with a match of up to 5% after two years of employment.
- We offer an extremely collaborative, encouraging, and mission-driven team, and provide resources for professional development and continuing education opportunities.



The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Salary is commensurate with experience. A generous benefits package is offered. The Land Trust for Tennessee is an equal opportunity employer.

**Please send resume, cover letter, and salary requirements to:**

Kayla Noel at [knoel@LandTrustTN.org](mailto:knoel@LandTrustTN.org)

or by mail to The Land Trust for Tennessee, PO Box 41027, Nashville, TN 37204.

*No phone calls, please.*