



Position Description: Communications & Engagement Coordinator

About Ozaukee Washington Land Trust

Since 1992, Ozaukee Washington Land Trust (OWLT) has been the region's driving force in land preservation and protection. OWLT owns and actively manages over 32 nature preserves in Ozaukee and Washington counties.

Ozaukee Washington Land Trust is committed to honoring diverse experiences, perspectives, and unique identities while fostering work environments that are inclusive, equitable, and welcoming. The Land Trust does not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation, or disability in any of its policies or programs.

Reports to: Development Director. *70/30 split of time between fundraising and programs. Coordinates across organization to support communications and community engagement with conservation efforts.*

Qualifications

- Impeccable writing and speaking skills to create compelling messages to supporters.
- Ability to create elegantly designed publications for print and web.
- Proven track record of building professional relationships and passion for connecting people to an organization's mission.
- Driven leader who is ready to take ownership and provide thought leadership. We are not a team of micromanagers - we are team players!

Responsibilities

- Lead content creation for OWLT email, print and social media channels.
- Assist with content creation for OWLT website content and digital/print presentation.
- Assist with content creation for permanent and temporary preserve signage and communications (rotating kiosk content).
- Build relationships with traditional media to disseminate stories in relevant media.
- Connecting Executive Director and Development Director to key constituencies within the community and setting up meetings/presentation.
- Connect OWLT supporters, (especially previous board members, donors, etc.) community members, civic organizations, businesses, with OWLT programs.
- Work with OWLT stewardship and land protection staff and OWLT supporters to create mission-aligned community engagement experiences: e.g. nature hikes, workdays.
- Record and follow-up on all volunteer/hunter applications and donor/community member requests. Work with appropriate team member to complete requests.
- Launch OWLT preserve and workday sponsorship programs for business sponsor
- With guidance from Development Director, work as lead for community engagement events including a minimum of two annual fundraising events. Recruiting new event sponsors, coordinating day of fundraising event activities (from auction items to seating charts).
- Data entry: updating relationship management software (Little Green Light) with timely updates to maintain strong relationships through constituent record maintenance.
- Work with Development Director and Operation Manager to ensure timely and secure contribution processing and acknowledgment and to ensure print and email mailing lists are accurate.

Skills

- Donor database or similar CRM programs (OWLT currently uses Little Green Light)
- Graphic design and presentation programs, such as Photoshop, InDesign, Publisher, PowerPoint
- Experience with online communication programs, GetResponse/Constant Contact/Mailchimp, and social meeting platforms Instagram, Facebook, Twitter, and LinkedIn.
- Experience with website content creation and implementation.

Full-time Compensation: \$40,000 base + Annual Health Stipend and 3% Simple IRA contribution

Submit letter of interest, portfolio images/link, and resume by 06/30/21 to Leona Knobloch, Development Director at lknobloch@owlt.org.