

Crested Butte Land Trust
Development and Operations Coordinator
Job Description

This is a full-time position, 40 hour/week, with a 90-day probationary period. Salary dependent upon experience.

Reports to:
Development Director

Position Description:

Operations Administration

- a. Ensures the office is well run, ordering supplies; obtaining bids for services including phone; making sure office equipment is serviced regularly; organizing materials and files; overseeing technology upgrades as budgeted.
- b. Answers phones, opens mail while ensuring strong checks and balances for organizational fiscal management pursuant to policy and procedures.
- c. Cross trains key tasks related to communications and operations and acts as "back up" for all departments as needed.
- d. Coordinates with bookkeeper on accounts payable
- e. Manages entry of accounts payable data

Development Assistance

- a. Provides assistance to the Development Director for filing, administrative tasks, scheduling, events, and donor information management.
- b. Assists with bulk mailings and archives solicitations and mailing lists.
- c. Manages donor database and migration to a new platform
- d. Receive and process website and in person gift and store orders.
- e. Prepares new property owner list or other requested lists.
- f. Assists with the preparation of materials, presentations, and letters.
- g. Assists with and attends all Crested Butte Land Trust events.
- h. Assists with compilation and distribution of Development and Events Committee packets and materials, including budget and minutes.
- i. Assists with grant applications as needed.
- j. Assists with other tasks and/or projects as requested.

Outreach and Communications:

- a. Manages the production of newsletter including coordinating with writers and photographers, manages production of social media posts, brochures, calendars, advertisements, and other publications/print communications.
- b. Coordinates the design, messaging, and management of all electronic communications for the organization with contractors (advertisements, e-news, social media, website, e-invitations, online fundraising)
- c. Collects and archives Crested Butte Land Trust and related articles.
- d. Plans stewardship education days with partners
- e. Implements the Storywalk[™] and letterboxing programs on conserved lands

- f. Coordinates with Crested Butte Community School and other educational partners with conservation and stewardship outreach programming

Qualifications and personal qualities

- a. Strong organization and communications skills, detail oriented;
- b. Proficient in Microsoft Word, Excel, QuickBooks, Adobe InDesign experience a plus
- c. Demonstrated ability and interest to learn new skills quickly, and in good humor, including databases, systems and mailings;
- d. Must be able to prioritize tasks regularly, work well under pressure, manage a variety of tasks simultaneously and maintain a high level of confidentiality;
- e. Experience in small office environment desired;
- f. Self-motivation and ability to multi-task and cope with interruption and changes;
- g. Strong interpersonal and customer service skills, with enthusiasm for the Land Trust's programs and goals;
- h. Punctuality;
- i. Ability to work well as part of a team as well as individually with minimal supervision; and some evenings and weekends.

2019 Event Schedule

Monday June 10th, 12pm-3pm Gunsight Bridge Ribbon Cutting
Saturday, July 6th, 10 am-10 pm, A Starry Evening with the Crested Butte Land Trust
Friday and Saturday, July 12th and 13th, 3-10 p.m., Caddis Cup
Saturday, July 28th , 3-7 pm, Wine and Food Festival
Other cocktails parties and events to be scheduled throughout the year