



# JACKSON HOLE CONSERVATION ALLIANCE **DEVELOPMENT & MARKETING ASSOCIATE** *JOB DESCRIPTION*

## **Mission**

Protecting the wildlife, wild places, and community character of Jackson Hole.

## **Organizational Overview**

40 years ago, a group of caring neighbors bound by a ferocious love for the magic of Jackson Hole founded the Jackson Hole Alliance for Responsible Planning. We've worked as a watchdog to defend Jackson Hole from many things you don't see today, from oil/gas wells in Cache Creek to a grizzly bear theme park to a dam that would have flooded Oxbow Bend. Now, as the Jackson Hole Conservation Alliance, we believe our valley still needs a local organization with deep roots to address bad ideas that don't align with our community's values. And we believe that if we are to succeed in protecting what we love about Jackson Hole, we must do more than respond to threats: we must empower the whole community to proactively create a better future.

That's why we work to make Jackson Hole a national model of a strong community living in balance with nature. This is a future for Jackson Hole where abundant populations of wildlife have the freedom to roam across the landscape, through our neighborhoods, and safely cross our roads; where we live in walkable neighborhoods with accessible transportation choices and affordable homes, surrounded by protected open space, working agricultural lands, and connected wildlife habitat; and where we respect wildlife when we recreate on protected, wild, well-managed public lands.

## **Position Overview**

The Development & Marketing Associate supports our fundraising and marketing work to sustain our organization and mission by building a strong, wide, and diverse base for the Alliance. They lead our programs in membership, outreach & events, volunteers, and communications. This person will work closely with the Civic Engagement (leadership development, digital engagement) and Development & Marketing (donors, communications) lead staff in a team environment.

## **Major Responsibilities**

### *Outreach and events (30%)*

- Lead the planning and implementation of events including:
  - Winter Open House & CLI Celebration
  - Annual Meeting / Board Election
  - Summer Party
  - Alliance Picnic Briefings
  - Brown Bag Lunches
- Work with Alliance staff to organize and implement events to support programmatic goals

### *Base-building (25%)*

- Strategically manage membership with a focus on recruitment, engagement, and retention.
- Identify, engage, and manage volunteer base
- Re-establish regular structured summer intern program
- Track metrics of membership /grassroots impact

#### *Communications (25%)*

- Social media: Manage Alliance social media accounts to ensure coordination of content from all staff (including programmatic and organizational); track metrics
- Conservation Chronicles: Manage deadlines, collaborate with program staff, and deliver the organization's monthly e-newsletter.

#### *Development support (10%)*

- Assist in regular development activities such as donation processing and thanking

#### *Other duties as assigned (10%)*

- Prepare communications content for above projects – including website, social media, email, advertising, and design/print project content
- Collaborate with staff as necessary to carry out other organizational priorities and duties as assigned
- Help maintain a clean, orderly office in good condition.

### **Qualifications**

- Bachelor's degree or equivalent relevant professional experience
- Extremely organized and good at working with spreadsheets and databases
- Excellent interpersonal communication skills
- Ability to effectively speak with partners and organizational supporters
- Excellent writing skills, basic design skills preferred
- Creative thinker and problem solver
- Passion for Alliance mission and interest in fundraising work
- Knowledge of local area, partners, and constituents is preferred.

### **Compensation:**

Includes competitive salary, full benefits (medical insurance, paid sick/holiday time, paid vacation), and the opportunity to do meaningful work to create a better future for Jackson Hole. The Jackson Hole Conservation Alliance is an equal opportunity employer.

### **To Apply:**

Send a cover letter and resume to [jobs@jhalliance.org](mailto:jobs@jhalliance.org). No phone calls please. Applications will be accepted through August 7, 2020.