



JACKSON HOLE CONSERVATION ALLIANCE
Development and Communications Manager

JOB DESCRIPTION

February 2018

Organizational Overview:

39 years ago a group of caring neighbors bound by a ferocious love for the magic of Jackson Hole decided to work together toward a better future and founded the Jackson Hole Alliance for Responsible Planning.

Now, as the Jackson Hole Conservation Alliance, we are still driven by the same two strong convictions that spurred our founding.

First, we believe our valley needs a local organization with deep roots in our community to address bad ideas that don't align with our community's values.

Second, we believe that if we are to succeed in protecting the wildlife, wild places, and community character of Jackson Hole, we must do more than respond to threats as they arise.

We must proactively create a better future.

This is why we work to advance our community's vision of a better future and make Jackson Hole a national model of living in balance with nature. AGENDA 22 outlines an ambitious package of balanced solutions that will achieve this vision.

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. A Jackson Hole 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. A Jackson Hole where we respect wildlife when we recreate on protected, wild, well-managed public lands.

Position Overview:

The Development & Communications Manager will work with the Executive Director to implement the Annual Development Plan and Communications Plan. This includes managing our database, sponsorship program, grants program, mailings, outreach events, and organizational communications efforts (web, email, social media, etc). The Manager will lead weekly development and communications efforts ranging from donation processing and member engagement to blog and emails.

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

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Qualifications:

- BA or BS college degree
- Demonstrated skills in fundraising development, marketing, and/or sales
- Excellent organizational skills and attention to detail
- Interest in nonprofit development and willingness to complete a range of tasks related to development and communications
- Experience with fundraising and/or communications and marketing
- Strong communication skills, including excellent writing skills
- Strong familiarity with social media
- Self-motivated with a demonstrated ability to work independently and as a part of a team
- Technically adept with software platforms
- Donor database experience preferred
- Knowledge of the local area is preferred
- Ability to work a flexible schedule

Compensation: Salary and benefits are competitive and will reflect experience level. The Alliance offers a comprehensive benefits package including health insurance, retirement, vacation, and holidays.

Start Date: Mid-April or sooner (exact date flexible)

To Apply: Send a cover letter, resume, and a relevant writing sample to jobs@jhalliance.org. No phone calls please. Applications will be accepted on a rolling basis through March 2, 2018 at 5:00 p.m. MST.