

**Mid-Michigan Land Conservancy**  
**Development Associate - Part time contract position**  
**Position Description**

In consultation with the Board of Directors, the Development Associate will assume primary responsibility for activities needed to secure Mid-Michigan Land Conservancy (MMLC) financial stability, both short-and long-term. These activities will support the work of the MMLC based on its strategic program plan, to increase the reach and visibility of MMLC to ensure implementation and accomplishment of its mission.

MMLC has secured a \$20,000 matching grant from the Carls Foundation plus a \$5,000 matching donation from a private donor. If the \$25,000 match is achieved by Dec. 31, 2018, the private donor will donate an additional \$5,000. The Development Associate's first priority will be to assist MMLC in securing the \$25,000 match by Dec. 31, 2018.

MMLC is a growing organization. This position is the first step in making the transition from all volunteer to being a staffed organization. This position will start part time, with approximately eight hours/week. The time will increase as further resources to fund it are obtained. It is expected that this position will eventually grow into a full time position. Initially the incumbent will be expected to work from their own home. MMLC will supply a laptop computer. The expectation is that MMLC will acquire office space in the near future.

Starting compensation: \$20.00/hour

### **ESSENTIAL FUNCTIONS**

- Research and write grants to meet the existing \$25,000 matching grant.
- Prepare solicitation materials for the current matching grant.
- Train board members and volunteers for fund-raising campaigns.
- Regularly meet with and present to prospective and existing donors.
- Be creative in developing other potential sources of income.
- Communicate goals/results accurately, via reports to MMLC President and Board.
- Create and author development news for donor and member communication.
- Develop and maintain donor notes in a database.
- Work in close collaboration with volunteers, and Board members.
- Respect confidentiality and exercise good judgment.
- Be dependable in making and keeping appointments.
- Assist MMLC to develop long and short-term fund-raising plans and activities, including:
  - Direct written membership renewals and appeals.
  - Develop and implement a Planned Giving Program.
  - Research and write grants for specific programs or activities.
  - Develop corporate sponsors for major events.
  - Oversee implementation of fundraising events.

### **QUALIFICATIONS**

- Minimum of 3 years demonstrated successful experience in nonprofit development.
- Bachelor's degree with certifications or coursework, or both in development preferred. Equivalent experience is acceptable in lieu of a Bachelor's degree.
- Excellent demonstrated communication skills
- Skills in Word, Excel, PowerPoint, Outlook, databases and Internet Explorer.
- Team oriented and self-starter.

Please send letter of interest and resume to:  
Mid-Michigan Land Conservancy  
PO Box 154  
Okemos, MI 48805-0154

For information contact  
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