

**Hunterdon Land Trust**  
111 Mine Street  
Flemington, NJ 08822

**Position Description: Part Time Development Assistant**

**The Organization**

The Hunterdon Land Trust is a 501 (c)(3) nonprofit organization whose mission is to preserve the integrity of the rural landscapes in the Hunterdon County region by protecting and enhancing natural resources, and the cultural landscape of the historic Dvoor Farm, for public enjoyment and education.

**The Position**

The Development Assistant works closely with and reports directly to the Executive Director and plays a critical role in managing individual giving efforts for the organization with an emphasis on expanding and diversifying funding. The position is part time at approximately 16-20 hours/week.

**Responsibilities**

Maintain the donor database and oversee development strategies to support the organization's \$600,000 annual operating budget, including corporate fundraising and relations, individual giving (including online giving and major donors), and communications. Support additional fundraising campaigns as needed.

**Internal Leadership**

- Develop and manage annual development work plans and budgets
- Coordinate quarterly Board Development Committee meetings

**Donor Outreach and Cultivation**

- Oversee individual fundraising efforts.
- Produce appeal mailings and gift acknowledgements.
- Manage the donor database (Donor Perfect); run queries to produce mailing lists for solicitations.
- Support Executive Director to identify, cultivate, and steward prospective funders (including major gifts).
- Maintain files and track efforts to evaluate outcomes.

**Development Support**

- Manage sponsorship programs and ensure benefits are received.
- Collaborate with event-planning staff as necessary.
- Collaborate with appropriate staff to ensure integration between financial, accounting, and fundraising systems.

**Qualifications include:**

- Genuine interest in Hunterdon Land Trust's mission
- Significant experience and demonstrated success in the following areas:

donor database management, corporate giving, individual donors, and public relations.

- Strong interpersonal and organization skills; attention to detail; and ability to prioritize.
- Ability to work in fast-paced yet collegial environment.
- Superior writing, editing, and oral communications skills.
- Demonstrated understanding of ethics and best practices related to development activities.
- A minimum of a bachelor's degree and 3 years of relevant experience (or equivalent total experience).

HLT offers a competitive salary, commensurate with experience, and flexible work environment.

To Apply:

Please email your cover letter, resume, and salary requirements (16 hours/week) to [judy@hunterdonlandtrust.org](mailto:judy@hunterdonlandtrust.org) by October 16th. Applications without salary requirements will not be considered. Additional information about Hunterdon Land Trust can be found at [www.hunterdonlandtrust.org](http://www.hunterdonlandtrust.org).