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Subject: PABIODIV: ALT job description
Date: Tue, 11 Mar 2003 19:21:06 -0500 (EST)

This is a job description for a position with the Allegheny Land Trust in southwestern PA. - Lisa Smith

Membership/Development Director - Position Available, March 2003

Allegheny Land Trust [ALT] is an organization that prides itself on conserving local land for the use of local people. During our 10 year existence, we have established a record of accomplishments that include 1,000 acres conserved, playing a major role in the development of regional rails-to-trails system, obtaining funding to address abandon mine drainage and accumulating assets of approximately \$3 million. At this time, Allegheny Land Trust is seeking a Membership/Development Coordinator who would report to the Executive Director. This is a full-time exempt position with benefits, the chief focus of which is expanding and developing our membership. Conserving the Pittsburgh region's signature landscape, natural beauty and biodiversity while spending some time outdoors can make this position a very rewarding experience for the right individual. Following are the requirements of the position and characteristics of the person we seek. If you believe that you qualify and are interested in this position please submit your resume to Allegheny Land Trust, 1901 Glen Mitchell Road, Sewickley, PA 15143. Please forward this information to anyone whom you feel might be interested in this challenging job with a dynamically growing organization. The deadline for receipt of resumes is April 15, 2003. Thank you for your interest in Allegheny Land Trust.

Thomas M. Schmidt, President

Membership/Development Director, Position Description: Exempt

This position offers exposure to all aspects of the organization and offers opportunity to significantly influence its future and have a tangible impact on land conservation and land use in Southwestern PA. The primary objective of the position is to grow the organization's membership and increase its profile as a leader in local land conservation. Collaboration on projects and events with non-profits, government agencies, community groups and others presents exciting and gratifying opportunities. This is a high profile position that requires a creative, friendly, enthusiastic, self-motivated and goal-oriented individual who can energize projects and people with exceptional interpersonal skills.

Specific Tasks

- ** Implement membership campaign and meet goals for membership growth
- ** Manage membership database
- ** Create and implement opportunities to recruit and engage volunteers and members in ALT's activities
- ** Coordinate existing, and identify and execute new fundraising initiatives and events
- ** Oversee production and distribution of newsletter, press releases and other communications as needed
- ** Organize presence at festivals, fairs and events
- ** Attend some board, executive committee and other meetings
- ** Participate in all aspects of ALT's activities and other tasks assigned by the Executive Director

Qualifications

- ** Bachelor's degree or related professional experience
- ** At least 3 years relevant work experience
- ** Exceptional organizational, written and oral presentation and computer skills
- ** Experience in public relations or marketing desirable
- ** Willingness to work weekends and evenings
- ** Willingness to do administrative tasks
- ** Ability to work well with others and independently

Salary Range - \$25,000 - \$40,000 commensurate with experience, plus benefits.