



## JOB OPPORTUNITY: Philanthropy and Communications Coordinator

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The Bainbridge Island Land Trust seeks an energetic and driven individual to join our team in engaging the community and helping to fulfill our mission to *conserve and steward the diverse natural environments of Bainbridge Island for the benefit of all.*

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This full-time position provides an opportunity for a detail-oriented and self-starting individual to serve an essential role within the Bainbridge Island Land Trust. The Philanthropy and Communications Coordinator will be a critical team member in effectively conveying stories and messages while inspiring a connection to the Land Trust's mission. The Philanthropy and Communications Coordinator reports to the Board Liaison & Donor Relations Manager and works in concert with other staff members, a Board of Directors, and a team of volunteers.

### RESPONSIBILITIES:

- Produce compelling and creative print and digital materials designed to drive engagement.
- Develop and coordinate the production and distribution of member/supporter communications, newsletters, mailings, and other marketing collateral including official Land Trust merchandise.
- Manage all social media platforms, website, and help development of new content.
- Act as lead contact for media relations and press inquiries.
- Assist in developing, producing, and executing the annual communications calendar to ensure successful achievement of organizational communications goals.
- Coordinate and manage advertising and earned media placement in local, regional, and conservation-related publications.
- Work with staff and volunteers to plan, manage, and execute the annual Preservation Partners Summer Celebration fundraising event, the Annual Membership Meeting, and other development events.

The successful applicant will be personable, highly organized, and a dynamic storyteller—with excellent communication and writing skills and the ability to manage multiple projects to meet firm deadlines. Must possess strong attention to detail, proofreading skills, and the ability to work both independently and within a collaborative team framework.

## QUALIFICATIONS

- A demonstrated passion for conservation.
  - Bachelor's degree and two years of experience or equivalent combination.
  - Graphic design skills and experience with Adobe Creative Cloud Suite or other graphic design software.
  - Experience in writing, editing, and proofreading.
  - Proficiency in Microsoft Office applications, basic computer operations, and comfort with communicating via phone, Microsoft Teams, and Zoom (or equivalent).
  - Experience with event planning, production, and management.
  - Experience with email marketing software (e.g., MailChimp or equivalent).
  - Commitment to incorporating a diversity, equity, and inclusion lens when communicating and decision-making.
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Annual salary range \$47,000-\$52,000. This is a full-time, salaried position (40 hours/week). Occasional weekend or evening work associated with events or other Land Trust activities will occur.

Position requires the physical ability to pick up and move materials weighing up to 30 pounds. A valid driver's license is required.

The Land Trust values work-life balance, and its work culture supports and inspires conservation achievement and professional development. Benefits include medical, dental, and vision coverage. Additional benefits are offered with tenure, e.g., SIMPLE IRA 3% employee match. Annually, the Land Trust offers twelve paid holidays and twelve paid sick days, as well as fifteen vacation days which increases at tenure benchmarks.

The Bainbridge Island Land Trust is committed to supporting diversity, equity and inclusion and finding opportunities for all employees to succeed.

The position is based out of the Land Trust office on Bainbridge Island, WA.

POSITION OPEN UNTIL FILLED.

TO APPLY:

Please send a cover letter, resume, and 2-3 examples of professional print or digital marketing materials in one PDF document to:

Brady Jones, Office Manager  
brady@bi-landtrust.org

*The Bainbridge Island Land Trust is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other class protected by applicable federal, state, and local laws.*

