

# Heritage Conservancy

## Volunteer and Development Events Administrator

Team: Development

Reports to: Senior Development Associate

Status: 37.5 hours per week

### Position Summary

The Volunteer and Development Events Associate provides an essential function to Heritage Conservancy by interacting with the community and nurturing connections through premiere fundraising events as well as immersive, mission-related, volunteer activities.

### Essential Duties and Responsibilities

#### Volunteer Program Administration

- Post volunteer opportunities on various platforms and networks and work cross departmentally with the Communications Department to coordinate accurate opportunity postings to the website and newsletters
- Assist with the design and drafting of volunteer specific newsletters and other outreach materials
- Implement volunteer policies and procedures, including waivers and background clearances, orientations, etc.
- Maintain accurate records of volunteers and provide reports as needed
- Manage ongoing volunteer scheduling and communicate volunteer assignments to staff and volunteers
- Maintain effective communication strategies keeping volunteers informed and engaged
- Coordinate the outreach for and scheduling of corporate workdays
- Work interdepartmentally and cross departmentally to create methods for data sharing between databases
- Generate reports of volunteer engagement, activity, impact and donor overlap
- Assist in the implementation of practices to illustrate appreciation and recognition (thank you messages, annual appreciation event, recognition, birthday cards, etc.)
- Engage in proactive strategies to increase and/or expand the volunteer program by promoting volunteer events and activities at various local community centers, universities, etc.
- When needed, arrange food, equipment, materials, etc. for workdays and coordinate volunteers during events
- Identify volunteers for next steps to further engage with other opportunities throughout the organization

#### Development Events Administration

- Coordinate with vendors for premiere events regarding menu, layouts and timelines, rental needs, etc.
- Coordinate with potential donors to secure auction items
- Manage event registration process, attendee data collection, and communication.
- Maintain accurate event data in databases, including attendee information, registration details, and post-event reports.
- Assist with the creation of in-house printed materials
- Conduct outreach, follow up and confirm volunteer support for special events
- Serve as the lead contact for all volunteers during special events

**Qualifications:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Database skills
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Ability to work and effectively communicate cross-departmentally
- Ability to work independently and as a highly resourceful team player under pressure and within deadlines
- Ability to work with flexibility in a fast-paced environment while maintaining high work standards
- Ability to develop rapport and engender trust
- Exceptional interpersonal skills
- Discreet with sensitive information
- At least 2 years' experience in related field
- Some development fundraising experience preferred but not required
- Willingness/Experience in public speaking

This position will require occasional evening and weekend hours.

Heritage Conservancy is a community-based, nonprofit organization that works in partnership with communities, landowners, businesses, governments, and other mission-focused organizations to ensure that the natural and cultural landscapes that make our region special endure and flourish. Founded in 1958 and based in Doylestown, PA, Heritage Conservancy has worked to protect more than 16,000 acres of open space, farmland, wildlife habitat, and important watershed areas throughout Bucks and in surrounding counties. We own and manage more than 50 properties, hold conservation easements on more than 250 properties, and actively pursue habitat restoration initiatives across the region.

Heritage Conservancy also holds historic preservation easements and maintains a Register of Historic Places with over 700 entries. In our work to connect people with the environment and history of our region, to educate, and to inspire advocacy for land and watershed protection, we interact with thousands of community members every year, including more than 2500 students. Heritage Conservancy

is nationally accredited by the Land Trust Accreditation Commission. To learn more, visit [www.heritageconservancy.org](http://www.heritageconservancy.org)

Heritage Conservancy seeks team members who represent the communities we serve, strives to foster an inclusive work environment, and is an Equal Employment Opportunity organization.

**To Apply:** Interested applicants should send a cover letter and resume to Heritage Conservancy at [joinourteam@heritageconservancy.org](mailto:joinourteam@heritageconservancy.org). No phone calls please.