



Palos Verdes Peninsula Land Conservancy

Development Associate

About the Conservancy

Since its founding in 1988, the Palos Verdes Peninsula Land Conservancy (Conservancy) has protected nearly 1600 acres of open space as nature preserves on the Palos Verdes Peninsula. Our vision is the creation and management of large blocks of natural open space where visitors may enjoy peaceful solitude, where children and adults can learn about the natural environment, and where locally native plants and animals will exist in a secure environment.

The Conservancy has an obligation to maintain or increase the wildlife habitat value of these preserved lands and to keep them open and available for public use in perpetuity. We encourage strong community involvement and support by connecting people of all ages with the land through nature walks, innovative environmental education programs, and outdoor stewardship volunteer opportunities.

The Job

The Development Associate:

- Maintains membership database, ETapestry (supported by Blackbaud)
- Generates membership reports for use in correspondence and for recognition events
- Processes donor correspondence
- Generates the annual year-end and other direct mail solicitations with guidance from the development director
- Annual year end includes letter, response devices, and targeted mailing list for solicitations.
- Evaluates results of direct mail solicitations for future use
- Assists with special events such as the annual White Point fundraiser
- Assists with special recognition opportunities for Legacy Circle and Mariposa Circle members
- Assists with special recognition opportunities for Golden Poppy Heritage Circle
- Supervises volunteers in related tasks

Our Ideal Candidate

- A genuine enthusiasm for conservation and, in particular, the mission, goals and values of the Conservancy

- Attention to detail and strong time-management and organizational skills
- Ability to work well independently and as part of a team
- Strong analytical and problem solving skills
- Project oriented
- Strong communication and interpersonal skills
- Experience with MS Office, Outlook and using a spreadsheet to maintain records
- Experience with database management
- Familiarity with Peninsula community

Position Details

Reports to: Director of Development

Salary and benefits: Salary commensurate with experience and skills. Paid vacation and holidays.

Type: part-time, professional. Working hours are approximated at 20 hours a week, flexible to accommodate occasional evening meetings and weekend events. Hours could flex higher July 2022-April 2023

Education requirements: a Bachelors Degree preferred

Working Conditions: Office and occasionally outdoors for events (all seasons)

Travel: Extremely minimal, there may be local travel requiring brief periods driving an automobile.

To apply: Please send a cover letter and resume to info@pvplc.org with "Development Associate" in the subject line.