

Mountain Top Arboretum

Development and Outreach Coordinator

March 18, 2025

Reporting to the Executive Director, the Development and Outreach Coordinator is a public-facing position responsible for the care and coordination of key relationships including, but not limited to volunteers, visitors, donors and the local community.

Development

- Manage the data in our donor CRM, Little Green Light. Run reports and mailing lists as needed.
- Responsible for the accurate and timely entry of gifts into Little Green Light and for the creation and mailing of all acknowledgment letters and materials.
- Partner with the Executive Director to develop and implement annual plan for donor cultivation, solicitation and stewardship, which may include events, mailings, and outreach to local businesses or other organizations.
- Serve as the staff liaison to the Volunteer Committee, helping to recruit new volunteers, planning the annual volunteer recognition event, and assisting with other volunteer projects as needed.
- Assist in the planning and implementation of special events:
 - Assist in the production and mailing of invitations;
 - Work with potential sponsors as directed by the Executive Director;
 - Lead the recruitment of volunteers to assist with events;
 - Assist in all aspects of the day of the event, including set up/take down and the event itself.
- Other duties as assigned.

Outreach

- Develop and implement social media content and strategies;
- Represent Mountain Top Arboretum at some community events, including Chamber mixers, local festivals and outreach events (i.e., Earth Day at Mountain Top Library).
- Help promote programs and events.
- Serve as the lead customer service representative to visitors, including book and other product sales, fielding questions from visitors, etc.
- Assist in running educational programs as needed.

Qualifications

- Candidates should hold a minimum of a B.A. and preferably at least 2-4 years of relevant development and/or communications/outreach experience.
- Candidates should be well-versed in the Microsoft Office suite of programs. Experience with a donor CRM (Raiser's Edge, Little Green Light, Donor Perfect, etc.) is a plus.

Additional Information

- This is a full-time, non-exempt 40 hours/week position. Regular work hours are Tuesday-Saturday, 8:30-5:00 PM, though some evening and Sunday hours may be required. This is an in-person position; some virtual work may be permitted in the winter months, especially during inclement weather. Salary range is \$24-\$27/hour. This position includes two weeks paid vacation, paid sick days, 11 paid federal holidays, health, dental, and vision insurance.
- To apply, please send a resume, cover letter, and the names and contact information of three professional references to Jennifer Hemmerlein, Executive Director, at jennifer@mtarboretum.org.
- The Arboretum is an equal opportunity employer.