

# Engagement & Development Coordinator

## About Northumberland Land Trust (NLT)

Northumberland Land Trust protects and stewards ecologically significant land in Northumberland County for the benefit of nature and community, now and forever. We work collaboratively with landowners, volunteers, donors, and partners to conserve forests, wetlands, farmland, and wildlife habitat while fostering connection to the land through education, stewardship, and community engagement. We are a small but growing organization with a big mission, driven by relationships, trust, and respect for the land. Our work is practical and open to innovation. People are our greatest asset.

## Position

We are seeking an Engagement & Development Coordinator to play a central role in keeping our organization organized, connected, and visible while supporting our fundraising and community engagement efforts.

This is a versatile, people-centred role that blends administration, communications, and fundraising support. The ideal candidate is highly organized, creative, collaborative, and comfortable working in a small nonprofit where adaptability and initiative are valued.

You will help ensure that NLT runs smoothly, communicates clearly with our community, and maintains strong relationships with donors, volunteers, and supporters.

**Reports to:** Executive Director

**Status:** Full-time, 1-year contract with opportunity to renew

**Location:** Hybrid/remote with in-person meetings and events throughout Northumberland County; as we grow, more time will be required in-person in an office environment.

**Salary Range:** \$50,000 – \$55,000 annually (FTE) (based on experience)

## Key Responsibilities

### 1) Communications & Content (35%)

You will help tell NLT's story across multiple channels, increasing engagement through consistency, clarity, and beauty. Responsibilities include:

- Create and design communications materials, including:
  - Email updates
  - Brochures, invitations, signage, and other print materials
  - Website updates and basic content management
  - Select social media posts and digital content
  - Formatting and visual design of documents such as board manual, policy book, annual reports, etc.
- Ensure all communications are on-brand, consistent, and accessible.
- Support the development of campaign-specific communications (e.g., annual appeal, Birding Marathon, event promotions).
- Assist with photography, visual assets, and file organization.

### 2) Fundraising & Donor Support (35%)

You will support NLT's fundraising activities and help nurture relationships with our community of supporters. Responsibilities include:

- Support coordination and execution of:
  - Outreach, engagement, and recognition events
  - Annual giving campaign
  - Monthly donor program
  - Membership program
  - Birding marathon and gala events
  - Other fundraising initiatives as they arise
- Prepare donor communications such as:
  - Thank-you emails and letters
  - Campaign updates
  - Recognition materials
- Help establish and maintain donor management database profiles.

### **3) Administration & Systems Support (30%)**

You will be a key hub for organizational coordination and digital organization. Responsibilities include:

- Monitor and manage the info@ email inbox; respond to inquiries or route them appropriately.
- Support administration of online platforms and systems (website, email marketing, CRM, etc.).
- Organize and maintain NLT's Google Drive and digital filing systems.
- Help streamline workflows, file structures, and information sharing.
- Coordinate schedules, meeting materials, and basic logistics as needed.

### **What We're Looking For**

You should be strong in several of these areas and eager to learn the rest:

#### **Essential Skills & Experience**

- 5 years experience in communications, fundraising, nonprofit coordination, or a related field.
- Strong writing and editing skills.
- Comfort with digital tools such as:
  - Microsoft and Google Workspaces
  - Email marketing platforms
  - Basic website content management
  - Canva
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities with a calm, collaborative approach.
- Comfortable working independently and as part of a small team, including volunteers

#### **Assets**

- Experience with donor databases or CRMs.
- Event planning experience.
- Graphic design skills.
- Familiarity with environmental or conservation organizations.
- Connection to Northumberland County or rural Ontario communities.

## Why Work With Us?

NLT undertakes meaningful work that directly contributes to land conservation and community well-being, and we strive to foster a collaborative, supportive, and mission-driven workplace. Our success stems from shared vision, true teamwork, and respect. Whenever possible, we offer flexibility in work arrangements.

This is an opportunity to help shape communications and engagement for a growing land trust, while benefiting from a close connection to nature, local communities, and conservation partners.

## How to Apply

Please send the following **as a single PDF with your first and last names in the filename** to [info@nltrust.ca](mailto:info@nltrust.ca) by June 19:

1. A cover letter explaining why this role and NLT are a good fit for you.
2. Your CV.
3. At least 2 examples of communications work (e.g., newsletter, brochure, social post, or writing sample).

We thank all applicants, but only those selected for an interview will be contacted.

NLT is committed to diversity, equity, and inclusion and welcomes applications from candidates of all backgrounds. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

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