



Elkhorn Slough is a rich tidal wetland located at the geographic center of the Monterey Bay shoreline on the central California coast. The Elkhorn Slough Foundation (ESF) is a mature nonprofit organization and a nationally accredited land trust dedicated to conserving and restoring Elkhorn Slough and its watershed. ESF has directly conserved over 4,200 acres in the Elkhorn Slough watershed. We work closely with the California Department of Fish and Wildlife and the National Oceanic and Atmospheric Administration as a partner in the Elkhorn Slough National Estuarine Research Reserve (ESNERR). ESF's office is located at ESNERR in Royal Oaks. We operate with a hybrid in-office and remote work schedule.

### **Position Summary: Development and Communications Assistant**

The Development and Communications Assistant is an integral member of the Elkhorn Slough Foundation's team, and this is an exciting opportunity for a motivated entry-level professional to help expand our successful fundraising and communications efforts during a time of organizational growth. This is a full-time, non-exempt position reporting to the Associate Director. The right candidate will be committed to joining our collective effort to raise funds for conservation work, communicate donor impact, and engage the community in our mission to conserve and restore Elkhorn Slough.

### **Essential Duties and Responsibilities**

The Development and Communications Assistant provides critical support to our fundraising efforts by preparing weekly acknowledgement mailings, monthly membership renewal mailings, and seasonal appeal mailings. By carefully entering gifts received from our donors, the Development and Communications Assistant will help maintain a high degree of data hygiene in our CRM. In addition, this member of our team will identify and research potential new grant funders and work closely with staff to submit compelling grant proposals in support of our mission.

#### Fundraising (50%)

- Provide ongoing support with meticulous gift entry each week
- Take the lead in preparing twice-weekly donor acknowledgement mailings, monthly member renewal mailings, and seasonal donor appeal mailings
- Assist with managing our donor database
- Provide support at occasional evening or weekend fundraising events

#### Philanthropic Grants (25%)

- Diligently identify and research prospective new grant funders
- Working with leadership and program staff, draft compelling grant applications that address organizational needs
- Track applications submitted, grants received, and reporting schedule

#### Communications (25%)

- Work with Communications Director to craft public communications that convey donor impact and promote the organization's activities and effectiveness
- Work with staff to develop content for mass e-mail campaigns
- Participate on our social media team by generating ideas for original content, drafting copy, and selecting and editing photo/video for our social media channels
- Support our community engagement programs and events 1-2x per month
- Other tasks and duties as assigned

### **Candidate Characteristics and Qualifications**

- Organized and attentive to detail, with strong critical thinking skills
- Experience with donor database/CRM systems (or willingness to learn), as well as familiarity with best practices for maintaining data hygiene
- Exceptional written and verbal communications skills
- Experience and facility with ChatGPT or similar AI platform preferred
- Experience with design software (such as Adobe InDesign) and photo/video editing preferred
- Eager to learn more about contemporary conservation priorities and strategies if not already familiar

### **Requirements**

- Valid California Driver's license and a clean driving record
- Successful completion of a background check
- Occasional weekend work as needed, with ample notice provided by supervisor

### **Compensation**

ESF offers a competitive starting wage in the range of \$24-28/hour, commensurate with experience.

### **Benefits**

Elkhorn Slough Foundation offers a competitive benefits package, including employer paid health, dental, and vision benefits, and life insurance. In addition, we offer TIAA 403(b) retirement plan benefits with a 5% employer contribution, a flexible health spending account, paid holidays and sick time, and two weeks' paid vacation.

Our staff has adopted a hybrid work schedule. This position necessitates some work to be conducted in-person, while other responsibilities may be completed as remote work, at the discretion of the Associate Director.

**To Apply:** ESF encourages individuals to submit their resume and cover letter electronically through our website. Initial application review will be July 5, 2024. Position open until filled.

*The Elkhorn Slough Foundation is an equal opportunity employer. We encourage individuals from all backgrounds, including BIPOC and LGBTQ+ communities, to apply.*