

Amah Mutsun Land Trust

JOB ANNOUNCEMENT

June 30, 2023

Development and Communications Manager



Organizational Background

Amah Mutsun Land Trust (AMLT) is a nonprofit 501(c)3 organization founded by Amah Mustun Tribal Band to protect Tribal sacred sites and to promote Indigenous stewardship of lands within Amah Mutsun traditional territory and the adjacent Awaswas stewardship area through research, conservation, restoration, and education.

Amah Mutsun Tribal Band is comprised of the descendants of Indigenous people taken to Missions San Juan Bautista and Santa Cruz. Amah Mutsun ancestors were forcibly removed from their lands and confined in missions during Spanish colonization. Today, the descendants of those few who survived Euro-American colonialism are working to revitalize their Indigenous culture and heal from the legacy of historic trauma. In pursuit of these goals, AMLT supports the Tribe's work to renew their sacred obligation care for Mother Earth and all beings; to reconnect Tribe members with Indigenous culture, history, and territory; and to teach non-Indigenous allies about and involve them in actively caring for our living world.

AMLT's core programs and approaches include:

- The Native Stewardship Corps, a work training, cultural relearning, and conservation fieldwork program for Tribal members.
- The Native Plant Program, in which Native Stewards and volunteers work together to propagate native plants for land stewardship / restoration projects, Tribal cultural uses, and other purposes.
- The Cultural Burning Program, working to train a team of Tribal practitioners to renew and implement cultural burning land stewardship systems.
- The Coastal and Ocean Stewardship Program, which aims to connect with, monitor, protect, and enhance a diverse suite of coastal resources, such as shellfish and kelp forests.
- The Sacred Land Defense Program, protecting sacred sites from development and other impacts that could harm these places.
- Research and Education Programs that promote Indigenous perspectives in resource management, including the Coastal Stewardship Summer Camp for tribal youth
- Land Ownership and Cultural Easements for protection and care in perpetuity

Position Description

AMLT seeks a Development and Communications Manager to play a key role in crafting and delivering a wide range of strategic, high-quality content that shares AMLT's inspiring work and story in support of both fundraising goals and general communication objectives.

Reporting to and working closely with the Director of Development, the Development and Communications Manager will create and curate content for a variety of audiences—including the Amah Mutsun Tribal Band membership, existing and potential supporters and donors, a diverse array of partners, and the general public. The Development and Communications Manager serves as an essential member of the organization’s fundraising team and will have the opportunity to directly support the Amah Mutsun Tribal Band in achieving their Indigenous stewardship goals by growing the organization’s base of support.

Principal Duties

Development

- Develop thank you letters, updates, and funding appeals for different donor audiences.
- Develop and deliver presentations for existing and prospective donors.
- Assist with developing an annual report for the organization.
- Provide content for grant reports and grant applications.
- Serve as an essential team member in the Development Department, supporting the organization’s fundraising and donor stewardship activities as needed.

Communications

- Manage the organization website, developing engaging, relevant, and up-to-date content that celebrates Amah Mutsun Land Trust’s accomplishments and keeps the public informed.
- Manage AMLT email communications via Mailchimp.
- Manage and respond to general inquiries made via the info@amahmutsun.org email address.
- Take the lead on developing the organization’s quarterly electronic newsletter.
- Be a spokesperson for the organization at public events, including tabling events.
- Help develop outreach materials for Amah Mutsun Land Trust.
- Develop and distribute press releases for the organization and help coordinate with the media.
- Create and implement the organization’s social media plan.
- Provide educational presentations, site tours, field trips, etc. for AMLT partners, supporters, students, and public groups.
- Write articles about Amah Mutsun Land Trust’s work for the AMLT newsletter, website, or other media outlets
- Explore and develop other media venues to promote AMLT’s work.

Compensation and Benefits

This is a full-time exempt position that comes with health benefits (medical insurance, dental, and vision) and paid time off. The compensation is between \$65,000-75,000, depending upon experience.

Work Location and Travel

Since its inception, the Amah Mutsun Land Trust has been a virtual organization, with all staff members working from home. The Development and Communications Manager will need to be able to travel to various locations within the Amah Mutsun Land Trust Stewardship Area (including Santa Cruz County, San Mateo County, San Benito County, southern Santa Clara County, and northern Monterey County) for periodic meetings and events.

Qualifications

- Excellent writing skills.
- Passion for and proven abilities in storytelling, communications and relationship building.
- Comfort with public speaking.
- Experience developing communication materials for a variety of audiences.
- Strong interest and/or experience in the field of development or development-related activities.
- Strong organizational skills and high level of attention to detail.
- Ability to work independently and in a team setting, and in a fast-paced, dynamic environment.
- Strong time management skills and ability to complete tasks/projects successfully and within specific deadlines.
- Willingness to work non-traditional hours, including evenings and weekends on occasion.
- Knowledge about or strong interest in learning about Native American history and Amah Mutsun culture.
- Sensitivity to issues of historical injustice and trauma, especially as pertaining to the impacts of colonization, is desirable.
- Commitment to working towards social and environmental justice and sustainability is desirable.
- Knowledge about or experience with the land conservation and stewardship techniques employed by the Amah Mutsun Land Trust is desirable.
- Experience working in a nonprofit organization or land trust is desirable.

Equal Opportunity Employer

The Amah Mutsun Land Trust is an equal opportunity employer and does not discriminate against people of different genders, races, religions, or creeds. AMLT is a drug- and alcohol-free workplace that prohibits the use of drugs and alcohol on the job or at any of our work sites.

To Apply

If you are interested in this opportunity, please submit : 1) Resume; 2) Cover letter; and 3) Response to the writing prompt below to Sara French, Director of Development at [hiring@amahmutsun.org](mailto: hiring@amahmutsun.org). You can also mail your application to 2460 17th Avenue, #1019, Santa Cruz, CA 95062. Questions can be directed to Sara at this same email address.

Required writing prompt: An individual has made a one-time, \$500 contribution to Amah Mutsun Land Trust towards the general fund. This is the individual's first contribution to Amah Mutsun Land Trust. Please write this hypothetical donor a thank you letter that expresses the organization's appreciation and inspires future support.

Applications will be accepted until this position is filled.