Become our next
Philanthropy Coordinator

About Mojave Desert Land Trust

The Mojave Desert Land Trust (MDLT) is a 501(c) (3) non-profit organization. Our mission is to protect the Mojave and Colorado Desert ecosystems and their natural, scenic, and cultural resource values. Our service area spans nearly 26 million acres. Since 2006 we have secured permanent and lasting protection for over 110,000 acres.

MDLT is at an important inflection point. We are striving to meet significant environmental challenges in the desert with bold action to protect and restore land for the wildlife and people who call it home.

About our Team

We are a team of highly motivated and passionate people who care deeply about our mission and one another. At MDLT, we believe in and support workplace diversity, equity, inclusion and belonging. It is our belief that a diverse and inclusive workforce leads to better discussions, decisions, and outcomes for everyone. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran’s status, color, religion, disability, sexual orientation, and beliefs. If you have the skills, the passion to make an impact, and enjoy an enthusiastic work environment where differences of opinion and diverse backgrounds are respected and welcomed, then we want to hear from you!

Job Summary

The Philanthropy Coordinator is responsible for supporting the receipt of donations and data management. This position is heavily relied upon for ensuring quality and responsiveness of the department as well as accurate record keeping and data entry. The Philanthropy Coordinator will assist with fundraising campaigns, fundraising events, donor research and community outreach.
Reports To
Reports to the Donor Relations Manager. Coordinates and supervises the work of volunteers.

Responsibilities
- Serve as primary donor stewardship contact for membership inquiries.
- Process gifts including, but not limited to, memberships, donations, grants, business sponsorships, and other contributions via PayPal, Facebook, and other sources.
- Communicate membership and donor information and acknowledgment in person or via email, telephone, mail, or handwritten correspondence.
- Maintain all supplies and membership materials inventories.
- Ensure all processing timelines are adhered to in the production of gift entries, member benefits mailing, and acknowledgements.
- Communicate with donors with failed recurring commitments and assist in updating payment and/or contact information.
- Assist the team with recruitment and retention of donors, members, business sponsors and supporters.
- Conduct donor research to identify potential high-impact donors.
- Secure cash, in-kind, or sponsorship donations from individual, business, or government donors.
- Maintain our Customer Relationship Management (CRM) platform and other record keeping systems by detailing member/donor activity, interests, giving capacity and contact information.
- Create regular and accurate reports regarding current donor status for the philanthropy development and finance teams.
- Create, update, and troubleshoot donation forms, emails, and automations, specifically as they pertain to membership.
- Coordinate web-based and in person fundraising activities.
- Work with and manage volunteers to support the Philanthropy department.
- Provide logistical support for events as needed.
- Maintain philanthropy calendars, manage appointment invites, RSVP lists, etc.
- Work with Communications Department on publicity and promotion of MDLT and maximize public awareness of the fundraising activities of the organization.
- Foster an understanding of philanthropy within the organization.
- Advance the mission and fundraising goals of the organization.
- Other duties as assigned.

Qualifications:
Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying. A typical way to obtain the required knowledge and abilities would include the following:
Required:

- High School diploma or GED equivalent.
- One (1) to three (3) years of relevant work experience including data entry, maintaining, and managing a database as well as running queries, pulling reports.
- Relevant work experience representing the employer while working and communicating with members of the public.
- Possession of a valid Class C California driver’s license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

Preferred:

- Bachelor’s degree and one (1) to three (3) years of relevant experience dealing with tracking, reviewing, and managing donations, conducting donor research, donor outreach activities, and coordinating or assisting with the coordination of fund-raising events and activities.
- 1+ year using Every Action or other CRM to support fundraising for a non-profit organization.
- Familiarity with conservation organizations, California Desert flora and fauna, arid ecosystems, and/or restoration ecology, conservation best practices.

Knowledge, Skills and Abilities

- Strong experience with and interest in various information technologies along with competency across Microsoft suites of software (e.g., MS Word, Excel, PowerPoint, etc.).
- Knowledge of Customer Relations Management systems strongly desired.
- Strong research skills.
- Proven ability to treat pertinent information with confidentiality.
- Actively Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Writing – must communicate effectively in writing as appropriate for the needs of the audience. Proficient English usage, spelling, grammar, and punctuation.
- Judgement and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Ability to multitask and prioritize quickly and professionally in response to requests.
- Excellent time management and organizational skills – must be detail oriented and thorough. Must be able to work efficiently, meet deadlines, and achieve goals.
- Understanding of safe work practices.
Why our employees love working at MDLT

MDLT is the type of organization where you can balance great work with great life. Every day we go to work filled with passion to be excellent, to creatively problem solve and to innovate. We offer a competitive starting pay rate between $19.67 and $22.95 per hour depending on experience.

We also offer an excellent benefit package including:

- Medical, Dental and Vision Insurance Benefits
- 401(k) Retirement Savings Plan with a generous company match
- Generous paid time off – extensive vacation, holidays, personal time, and sick time - (additional paid holiday break between Christmas Eve and New Year’s Day)
- Flexible work schedule
- Teleworking/Cell Phone Stipend
- Flexible Savings Account (FSA) Pre-tax savings for medical expenses not covered by insurance.
- Dependent Care Savings Account Pre-tax savings for childcare services

Location

This position is eligible for remote working, although availability for in-person meetings and events in Joshua Tree is required weekly. If the incumbent works remotely, they must have room to store office supplies and a printer – both of which are required to complete the essential duties of this position.

How to Apply

Please email Lani Brown, Director of Operations & Human Resources (lani@MDLT.org). Include a thoughtful cover letter addressing your reasons for interest and how your experience prepares you for this position as well as a current resume. Please include at least three professional references with contact information. All applications are held in confidence; references will not be contacted until later in the search process with the candidate’s prior knowledge. Review of applications will begin immediately and will continue until the successful candidate is selected.