



Philanthropy Assistant – Job Description

The Land Trust of Napa County (LTNC) is a nonprofit dedicated to preserving the character of Napa by permanently protecting land. In its 48-year history, LTNC has protected more than 94,000 acres – 17.5% of Napa.

The Land Trust offices are located in the City of Napa, near downtown. We offer competitive salaries, paid vacation and sick time, health, dental and vision insurance, retirement benefits, and family-friendly policies. Our team consists of motivated and passionate individuals who care deeply about our mission and enjoy working together.

We are seeking a qualified Philanthropy Assistant (PA) who will support LTNC in meeting organizational goals. This full-time position will be part of our dynamic Philanthropy team and focus on supporting the department's administrative needs. The PA will perform fundraising-related administrative tasks and provide event, marketing, and outreach support. Key to this position is accuracy in all written work and data entry and the ability to work on multiple projects simultaneously. This is an excellent opportunity for someone who thrives on details, knows they want a career in philanthropy, and is ready to learn more.

The Philanthropy Assistant reports to the Development Manager and works as part of the Philanthropy team. This position is full-time with benefits and is non-exempt.

Primary Responsibilities:

- Provide administrative support to key areas within the Philanthropy department, including individual giving, membership, donor and outreach events, and marketing
- Provide support in planning and implementing donor, outreach, and special events
- Coordinate with vendors for services related to events and maintain event timelines
- Assist with Raiser's Edge and NXT data entry and gift acknowledgment online and via mailings
- Provide support for mailings, appeals, newsletters, renewals, and outreach
- Assist with email communications and marketing
- General administration and research support
- Process event sign-ups and coordinate communications for outreach to attendees
- Prepare and send out letters, welcome packets, and other outreach materials
- Other duties as assigned

Work Environment: In addition to working within an office environment, this position requires some off-site event work. This position also sometimes includes evening and weekend activities.

Physical Demands: Lift and maneuver materials and equipment weighing up to 50 lbs.

Minimum Qualifications:

LTNC is looking for an outgoing team player with exceptional detail and organizational skills.

- Excellent Microsoft Office Skills (Word, Outlook, PowerPoint, Excel) and ability to learn Raiser's Edge database
- Strong detail-oriented organizational skills and ability to effectively and independently manage competing priorities
- Outstanding written, verbal, and interpersonal communication skills
- Experience working for or with non-profit organizations, or experience working with federal, state, and local governmental agencies or private organizations involved in land conservation a plus
- Willingness to occasionally attend evening and weekend meetings and events
- Demonstrate enthusiasm and commitment to the job and LTNC core values
- Demonstrate an interest in continuous improvement of self and the organization
- Entrepreneurial problem solver and solutions-focused team member

Salary is based on candidate qualifications and experience. The salary range for this position is \$43,000-\$61,000. Full employee benefits and retirement plan including employee medical and dental benefits; retirement account with employer match; twelve paid holidays and fifteen days of accrued vacation per year.

To apply: Send a cover letter and resume to Kimberly@napalandtrust.org. No photographs or phone calls, please. Reference PhilanthropyAssistant2024 in your subject line.