



## **Job announcement Development & Communications Coordinator**

### **Background on the organization and community**

Inland Woods + Trails is a 501c3 nonprofit corporation based in Bethel, ME is seeking a Development Coordinator to support its growth. IWT is headquartered in Bethel, ME, a year round recreation destination located in the rugged Mahoosuc mountains replete with hundreds of miles of trails, world class downhill skiing, a bustling village along with hotels, B&Bs, shops, restaurants and breweries. This recreation paradise is coupled with communities that have a strong civic and volunteer spirit and a deep history of farming and woods work, that have driven the economy for generations.

Within this context, Inland Woods + Trails (IWT) has a mission to connect people to communities in Western Maine through the sustainable management of high quality, durable trails and woods for all seasons. Achieving this mission finds IWT with a 400k annual operating budget, an active board of directors, 3 full time and 5 seasonal employees that owns the 1500 acre Bethel Community Forest, operating a winter trails center, managing 85 miles of trails across 10,000 acres in five towns, managing relationships with 25 landowners and participating in local, state, and regional initiatives. IWT has demonstrated success by carving a unique niche in the recreation and conservation spaces focusing our work on establishing centers of gravity and associated satellites through durability of trails and woods via ownership, immutable easement or other binding agreements being tantamount to the work. Speaking of work, IWT is a fun, collaborative, dynamic organization and workplace where all voices are in as we progress through different projects and ideas.

In the past few years, IWT has grown and established the permanence of its work rapidly. In just the last three years we expanded from 8 miles to 80 under our management all while growing our organizations staff capacity and acquiring five separate parcels to make up the 1500 acre Bethel Community Forest.

In the winter our work transitions to operating a resort quality trail center based at The Bethel Inn Resort with 300 season members and 7000 ski and rider visits a season. The emphasis in this project is on high quality grooming of XC ski, fat bike, and snowshoe trails with honest reporting on conditions and a never quit attitude to delivering a first rate product every day we are open.

The recent growth has expanded our donor and sponsor database to over 1000 contacts. These donors and sponsors range from individuals, families, corporations, foundations, and federal, state, and municipal funding programs. In the coming months and years, we will work towards expanding our durability portfolio in new communities, implementing an IMBA designed 65 mile trail plan in Bethel, and develop a new center of gravity for the organization to continue its growth.

## **Job Description: Development & Communications Coordinator**

**Work Schedule:** Full time, salaried, exempt

**Reports to:** Executive Director

### **Job Summary**

Inland Woods + Trails (IWT) is looking for a resourceful and charismatic development & communications coordinator to secure private philanthropic, state, and federal dollars while organizing fundraising and outreach initiatives. The coordinator is also responsible for leading the design and execution of marketing initiatives to increase IWT's visibility on web, digital, print, video, and social media platforms.

The development & communications coordinator must have excellent networking skills, thrive in a dynamic and team driven environment and have experience with event management.

### **Development Coordinator Responsibilities:**

- Collaborate with the development team to develop and execute a fundraising plan.
- Perform all aspects of gift processing, including donor communications and maintaining donor records in Little Green Light and DonorSearch
- Plan, manage and execute all fundraising events.
- Provide support to Executive Director with all aspects of fundraising for IWT, including grant writing, donor research, and related donor meeting preparation.
- Identify and prospect with new IWT constituents and build authentic relationships with existing supporters.
- Design and execute marketing initiatives with organization partners to increase IWT's brand awareness.

### **Development Coordinator Requirements:**

- Able to manage multiple projects and tasks concurrently.
- Experience with grant writing or similar critical writing skills and donor relations.
- Strong interpersonal, networking, and listening skills
- Strong organizational skills and detail oriented
- Good knowledge of marketing strategies.
- Excellent communication skills.
- 2 years related experience.

Cover letter and resumes may be emailed to [info@woodsandtrails.org](mailto:info@woodsandtrails.org)

**Application deadline is January 31, 2023**