



The 'Sconset Trust, Inc. Seeks Full-Time Development and Communications Manager

Overview

The 'Sconset Trust (the "Trust") is seeking a full-time Development and Communications Manager to work with its Executive Director ("ED") and Board on all aspects of fundraising (e.g., fundraising campaigns, database management, donor communications, special events and merchandise management), as well as marketing and communication efforts (e.g. newsletters, annual report, direct mailings, emails, and management of the Trust's online presence).

The Organization

The 'Sconset Trust was founded in 1984 to preserve the special character of Siasconset. In 2023, the Trust had over 1,000 members, 150 acres of land in conservation, a historic house providing employee housing to the village's commercial businesses, and the privilege and responsibility of owning and maintaining the iconic Sankaty Head Lighthouse (1850). On January 26, 2024, the Trust purchased the 'Sconset Market. 2024 will be an exciting year for the Trust as we look to celebrate its 40th anniversary and kick-off a 40th Anniversary Capital Campaign.

The Position

Specific responsibilities will include, but not be limited to, the following:

- Serve as point person working with campaign consultant on all aspects of the 40th Anniversary Capital Campaign
- Update and maintain the Trust's donor database, ensuring accuracy and reliability of information
- Record, deposit and acknowledge all gifts in a timely fashion
- Maintain accurate and easily accessible paper and electronic files for all gifts received and merchandise sold
- Develop and generate reports and mailing lists in support of fundraising and marketing efforts
- Perform prospect and grant research and assist in preparation of grant applications
- Assist in the design, creation and mailing of all donor communications (newsletters and annual reports; annual and campaign solicitations; acknowledgement letters; event invitations) and marketing materials (brochure) in coordination with the Trust's graphic designer
- Assist with the planning, logistics and execution for all fundraising events and lighthouse open days
- Support ED and Board members in preparation for stewardship events and activities
- Manage merchandising efforts (track and maintain inventory; process, record, and mail orders; assist in development of new merchandise offerings)
- Work closely with Trust's website administrator and graphic designer to ensure the Trust's website is up to date and relevant
- Increase the Trust's social media presence (Instagram, LinkedIn)
- Provide office administrative support

Qualifications

The ideal candidate will possess the following qualifications:

- Bachelor's degree

- Minimum 5-7 years of related fundraising experience, as well as experience in communications and marketing. Nonprofit experience preferred.
- Proficiency in donor databases, Microsoft Office products, Adobe Acrobat, Constant Contact, social media platforms, and software platforms for online donations and purchases
- Excellent written and verbal communication skills
- Self-starter with strong work ethic and demonstrated ability to work independently, multi-task, manage priorities and meet deadlines under pressure
- Highly organized and detailed oriented with high standards for accuracy and attention to detail
- Team player with collaborative attitude with willingness to pitch in in order to get the job done
- Excellent interpersonal skills, capable of developing and fostering relationships with Board members, donors, vendors and community at-large
- Ability to maintain strict confidentiality
- Occasional evening and weekend work required during summer months (June to August) for handful of special events

Compensation and Benefits

This is an exempt full-time salaried position, based on a 40 hour work week. Salary range of \$65,000-\$75,000 commensurate with experience. Some weekend work will be required during summer months for major events. Benefits include paid time off, paid sick leave and federal holidays. Willing to discuss remote and hybrid options. The Trust is in the process of putting in place a group health insurance program and a 403(b) plan.

To apply, please send cover letter and resume to jmeade@sconsettrust.org.