



MOHAWK HUDSON LAND CONSERVANCY

Development Associate

The Mohawk Hudson Land Conservancy (MHLC) is hiring a **Development Associate** to provide essential support to MHLC's fundraising program. The ideal candidate is highly organized, detail-oriented, and motivated by mission-driven work that strengthens community connections to land conservation.

The Development Associate is a full-time position that plays a vital role in advancing MHLC's mission by effectively engaging its community through fundraising campaigns, outreach, special events, and data management. This position is a blend of hands-on event coordination, donor communications, and meticulous data management, ensuring that MHLC's fundraising efforts are well-organized and impactful. The Development Associate reports to and works closely with the Development & Operations Director.

About MHLC:

The Mohawk Hudson Land Conservancy is dedicated to conserving and stewarding lands and waters of the Mohawk and Hudson River valleys for the benefit of people and the environment. Since 1992, we have worked with landowners and conservation partners to protect land and water quality across Albany, Schenectady, and Montgomery counties, with more than 16,000 acres protected in perpetuity. Our 23 preserves are open year-round for recreation, education, and connection to nature. Through conservation, stewardship, and community engagement, MHLC works to ensure the Capital Region stays healthy for generations to come.

Key Responsibilities:

Fundraising and Community Engagement:

- Collaborate with Development & Operations Director on event strategy, donor engagement, and new fundraising initiatives
- Assist with tracking donor cultivation in the Raiser's Edge database
- Assist with fundraising appeals, including annual mailings and special campaigns
- Prepare and send timely, accurate gift acknowledgement letters on a regular basis
- Support the digital promotion of fundraising events and campaigns in coordination with staff
- Identify opportunities to engage new communities and audiences

Event Coordination:

- Coordinate at least two major fundraising events annually, including the Fall Fundraiser and Stewards Circle events, and other special events to strengthen donor engagement
- Manage event logistics including invitations, guest lists, catering, venues, and more
- Provide on-site support and coordination during fundraising events
- Build relationships with venues, vendors, and partners; manage contracts and follow-up
- Coordinate event raffles, online auctions, and other occasional fundraising activities as needed

Database Management and Gift Processing:

- Process and record all donations in the Raiser's Edge database in coordination with the bookkeeper to ensure the accurate and timely coding and entry of gifts
- Enter and update database records for donors, prospects, volunteers, events, and mailings
- Generate mailing lists and reports as needed

Administration:

- Assist in ensuring compliance with Land Trust Alliance accreditation standards and best practices
- Coordinate and improve organizational fundraising systems and processes to increase efficiency

The above statements are intended to describe the general nature of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Qualifications:

MHLC recognizes that people gain skills and expertise through many paths. We encourage candidates with a variety of educational, professional and lived experiences, and anyone who feels passionate about this work, to apply.

- Bachelor's degree preferred
- 2+ years of experience in fundraising, event planning, donor relations, or a related field
- Familiarity with donor databases/CRMs (Raiser's Edge experience preferred)
- Strong organizational skills with the ability to manage multiple projects and deadlines
- Experience coordinating events and/or fundraising campaigns
- Excellent written and verbal communication skills
- High attention to detail, accuracy, and data integrity
- Comfort working both independently and collaboratively within a small team
- Discretion and professionalism in handling confidential and sensitive information
- Passion for MHLC's land conservation mission and values

Salary and Work Environment:

This is a standard full-time, 40-hour per week position based at MHLC's office in Albany, NY with a starting salary range of \$50,000 - \$53,000, dependent on experience. MHLC offers a flexible work environment with up to 2 days of telecommuting per week. The role will primarily be performed at a desk and may require extended periods of computer work. Work outside of the office will occasionally be required, including at event venues and off-site meetings, and may include light physical labor such as moving supplies and displays. Occasional weekend or evening work may be required for events and campaigns. MHLC offers a competitive benefits package, including paid holidays, paid vacation, health and dental insurance, and a retirement plan in accordance with organizational policies. Continued learning and professional development opportunities are encouraged and supported.

Equal Employment Opportunity and Non-Discrimination

The Mohawk Hudson Land Conservancy is an equal opportunity employer and is committed to building a diverse, inclusive, and equitable workplace. MHLC does not discriminate on the basis of race, color, religion, creed, national origin, citizenship or immigration status, sex, gender identity or expression, sexual orientation, age, disability, marital status, military or veteran status, genetic information, or any other status protected under federal, New York State, or local law. MHLC complies with all applicable New York State and federal employment laws, including the New York State Human Rights Law and the New York Equal Pay Act.

To Apply:

Applications will be reviewed on a rolling basis; this listing will remain open until the position is filled.

Applications should include a cover letter, resume, and the contact information for at least 2 references.

Please email application materials to tara@mohawkhudson.org with the subject line "Application for Development Associate", or mail to the Mohawk Hudson Land Conservancy at 195 New Karner Rd, Albany, NY 12205. No phone calls, please.