



**Position Title:** Development and Outreach Manager

**Location:** Remote (Indiana), with ability to travel statewide as needed

**Position Type:** Full-Time

### **Background**

Indiana Land Protection Alliance (ILPA) is a vibrant, nonpartisan network of land trusts, conservation partners, and community members dedicated to conserving Indiana's natural, cultural, and working lands. Collectively, ILPA's members permanently protect more than 176,000 acres and engage more than 50,000 people annually through programming. ILPA supports its members in achieving measurable conservation outcomes while promoting long-term benefits across the state.

### **Position Summary**

The Development and Outreach Manager will play a key role in strengthening the fundraising, communications, and engagement capacity of Indiana Land Protection Alliance (ILPA). Reporting directly to the Executive Director, this position will manage day-to-day development operations, support donor and member cultivation, and assist with member outreach and programming. This is a remote position with periodic statewide travel, requiring someone skilled at managing priorities and timelines, while interacting effectively with stakeholders.

### **Key Responsibilities**

#### **Fundraising and Donor Management:**

- Draft and manage fundraising communications, including appeal letters, acknowledgment letters, and stewardship updates.
- Maintain and manage ILPA's donor and member database (CRM), ensuring accurate and timely records.
- Track and report on fundraising metrics, including membership dues, individual donations, and grant-related activities.
- Assist in identifying and cultivating new donor prospects and membership opportunities.

#### **Outreach and Engagement:**

- Support planning and execution of events, including workshops, conferences, and other statewide programming.
- Assist with member and donor engagement strategies, including personalized communications and relationship-building activities.

- Coordinate speaking engagements and public presentations, including preparation of materials and follow-up communications.
- Help create and disseminate quality content that highlights ILPA's work and impact, supporting broader outreach efforts.

#### **Administrative Support:**

- Provide general administrative support for development activities, including processing donations, sending acknowledgment letters, and managing calendars related to fundraising and outreach.
- Support grant reporting and documentation as needed.

#### **Qualifications:**

- Bachelor's degree or equivalent experience in nonprofit management, communications, marketing, or related field.
- Minimum of 2–3 years of experience in development, fundraising, or donor relations, preferably in a nonprofit setting.
- Excellent written and verbal communication skills, with experience crafting donor-focused communications.
- Strong organizational skills, with the ability to prioritize tasks, manage deadlines, and work independently.
- Comfortable and effective in interacting with donors, board members, partners, and community members.
- Passion for conservation and commitment to supporting Indiana land trusts.
- Eagerness to contribute to a small, mission-driven organization and help advance statewide conservation goals.
- Ability and willingness to travel within Indiana as needed.

#### **Salary and Compensation:**

- Salary: \$55,000 – \$65,000 annually, commensurate with experience
- Travel reimbursement
- Retirement: Up to 3% IRA match
- Training and professional development opportunities
- Flexible Paid Time-Off
- Paid Holidays

#### **How to Apply:**

Please email cover letter, resume, and 3-5 professional references to Andrea Huntington, [ahuntington@protectindianaland.org](mailto:ahuntington@protectindianaland.org).