



Stewardship and Volunteer Coordinator

For 52 years, Wildlands Conservancy has been the Lehigh River Watershed's leading land trust. Our mission is to protect and restore critical areas and waterways and educate the community to create a legacy of a healthy, sustainable environment for future generations.

The Stewardship & Volunteer Coordinator plays a key role in the nonprofit land trust's community engagement strategy to oversee key activities that welcome prospective and current relationships to connect with Wildlands' conservation and education mission. This position oversees the organization's volunteer program and is responsible for recruiting, training, evaluating, maintaining, and recognizing a vital volunteer program to include individual and group volunteers to supplement staff resources. The individual works closely with Wildlands' staff to identify projects and skillsets needed to support environmental stewardship of our fourteen nature preserves and other project sites, along with needs to support our environmental education programming, and administrative support.

This position also oversees the organization's fundraising and cultivation events to help raise needed support and strengthen relationships with community members. The Coordinator is responsible for event logistics, coordinating with vendors, volunteers, and staff, along with achieving financial and relationship-building goals for both fundraising and donor cultivation events. The Coordinator will collaborate daily with all members of the Wildlands team and the community and report to the Director of Development.

In this role you will:

Stewardship/Events Management:

Coordinate with Director of Development on plans and goals for fundraising, stewardship, and cultivation events.

Oversee coordination of all event logistics in coordination with staff, volunteers, vendors, and appropriate parties.

Prepare and monitor budgets; work with Director of Development to set fundraising goals for fundraising events.

Support the Director of Development in helping to secure cash or in-kind sponsorships in accordance with the land trust's gift acceptance policy and Conservancy Partner business giving program.

Select, hire, manage and direct vendors and serve as main point of contact for services.

Handle procuring and submitting payment requests, licenses, registrations, and permits in a timely manner for all vendors and other expenses.

Identify volunteer involvement in events and manage and oversee scheduling, recruiting, training, and stewarding all event-related volunteers.

Coordinate with Sr. Communications Specialist on all collateral needs including invitations, eblasts, signage, press, and advertising of events.

Coordinate with Development Associate on all mailing lists, registrations, and other database-related needs.

Oversee all day-of event activities to ensure the event runs smoothly, including set-up, during the event, and post-event clean-up.

Collaborate with Director of Development to develop donor recognition events and to identify new, creative ways to steward relationships.

Utilize Development Associate to support event activities as needed.

Volunteer Management:

Maintain and grow volunteer base through outreach to individuals, community-based organizations and groups, colleges/universities, and corporations as needed.

Work closely with all program and department managers and staff to periodically assess needs for volunteer expertise and level of volunteer staffing, ensuring volunteer positions are sufficiently filled to meet the land trust's needs while providing volunteers an enjoyable, positive experience.

Work with Communications Department to advertise volunteer opportunities through organizational channels and community opportunities.

Develop and maintain process to accept, review and record applications assessing interests/skills of volunteers and alignment with appropriate activities.

Create and oversee comprehensive orientation process for new volunteers that includes completion of appropriate paperwork and any background clearances needed, criteria for involvement, volunteer manual, and review needs of volunteer job and reporting requirements.

Coordinate with Development Associate to maintain volunteer database to ensure proper recording of both volunteer information and project needs to provide accurate and timely volunteer data for funder and volunteer-requested reports including recording volunteer time, clearances and background checks are valid, etc.

Lead on creating all organization's volunteer policies and procedures and development of process to ensure these are being adhered to throughout the organization.

Work with the Executive Administrative Assistant coordinating management of volunteer Board of Directors including recording volunteer time, stewardship activities, and proper paperwork.

Oversee all day-of activities for volunteer days to ensure day runs smoothly including set-up, during the event, and post-event clean-up. Be responsible for procuring all registration-related materials, food, bathroom facilities, etc. to support program staff's responsibilities to secure all project-related materials and tools.

Create and execute volunteer appreciation activities to recognize volunteerism including annual Volunteer Appreciation Picnic.

Represent Wildlands Conservancy at community functions focused on volunteerism.

Maintain all memberships with volunteer organizations.

To be successful you will need:

Bachelor's degree in event planning-related field, communications, marketing or non-profit management and 3-5 years' experience in event and/or volunteer management in either a nonprofit or for-profit setting, or comparable experience

Proven project management skills, being able to manage multiple tasks in a fast-paced, deadline-driven environment and able to manage and prioritize multiple tasks

Ability to work within all levels of the organization and with all members of the community

Demonstrated experience with relationship building skills

Ability to make data-driven decisions to improve outcomes and/or implement new ideas

Ability to respond quickly and diplomatically to conflicting priorities

Excellent budget management and cost analysis skills

Ability to independently recognize and troubleshoot issues and strong problem-solving skills

Enthusiastic helper who is motivated to connect the community with conservation and environmental education projects through proven successes and confident to take on new challenges

Strong writing and analytical skills

Proficient in Microsoft Office; knowledge of Salesforce Nonprofit Success database is preferred

The job requires both office and outdoor work. Outdoor work often involves heavy lifting, hiking, and other physical activity in all types of weather. Candidate must be comfortable and enjoy working in an outdoor setting.

Diversity, Equity, and Inclusion – It is our Nature

Our employees' and board of directors' differences in age, color, disability, ethnicity, family or marital status, gender identity, language, national origin, physical and mental ability, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics is what makes us unique. We welcome and invite people to be who they are.

Salary Range: \$44,500-\$48,000