Job Announcement: Development & Membership Associate

Job Title: Development & Membership Associate  
Supervisor: Development Director  
Salary: $45,000/year  
Benefits: Generous benefits package — health insurance, Simple IRA and paid time off  
Classification: Full-time exempt  
Location: Boise, ID

Job Overview

ICL is seeking a qualified and experienced Development & Membership Associate to join its development team. The Associate is responsible for managing a successful membership program, including creating and implementing an annual plan for membership retention and growth. The Development & Membership Associate also coordinates development activities that include membership mailings, organizing and representing ICL at special events, gathering data and analytics on members, and making gratitude calls. The Associate also cultivates donors in the $100-$999 giving range and helps identify prospects for possible higher gift amounts based on member history and research. The Development & Marketing Associate is supervised by ICL’s Development Director.

Our Story

Since 1973, the Idaho Conservation League has worked to protect the air you breathe, the water you drink, and the lands you love. As Idaho’s leading voice for conservation, we represent Idahoans who want to protect and restore Idaho’s environment and leave a legacy for future generations. We work on a breadth of conservation issues and are successful due to the support of our members across Idaho.

Responsibilities

Membership Development and Retention (50%)

ICL has a robust development system in place for communicating and interacting regularly with our members and supporters. The Development & Membership Associate will be responsible for managing these tools, which includes sending out regular direct mail and online solicitations.
They will also work with the development data assistant to analyze the performance of these tools. They will coordinate and implement our business membership program, offer support at outreach events as applicable, and present member information and statistics to the staff. The Development & Membership Associate will also oversee the monthly giving program with a goal of growing this program in both member numbers and program revenue.

**Member Event Coordination (25%)**

Coordinate annual and other events, (annual conference, Idaho Gives, annual member drive, regional membership events, summer river trips, etc). Work with communications and engagement staff to plan timely follow up after events with various opportunities to stay involved in ICL’s work.

**Donor Cultivation (20%)**

Coordinate cultivation of all donors in the $100-$999 giving range, including monthly donors. Connect this donor group with an understanding of ICL’s program work to grow giving capacity. This includes developing relationships with donors to understand what they are passionate about, calling donors to thank them for making gifts, doing database research to find members who may want to increase their involvement, setting up meetings with potential donors, and greeting members and donors at events.

**Other (5%)**

Participate in ICL meetings, retreats, and other events as needed. Complete all required paperwork (timesheets, work plans, etc.) in a timely manner. Other projects as assigned.

**Required Qualifications**

- Understanding of standard nonprofit fundraising and development practices.
- Experience coordinating events.
- Strong written and verbal communications skills.
- Very detail oriented.
- Ability to work collaboratively with a team, while also showing strong self-initiative.
- Dedication to ICL’s mission of protecting Idaho’s environment.

**Preferred Qualifications**

- Donor cultivation experience.
- Degree/education in a related field or 2-3 years relevant experience.

**Hiring Process and Timeline**

The application deadline is March 15. The position likely will start in April.
Compensation and Benefits

Full-time, exempt position with a salary of $45,000 a year. We believe in work life balance and are committed to keeping the workload in alignment with hours worked. PTO starts at 15 days per year. Also, 10 paid holidays and the office is closed from Christmas through New Year’s Day. Health coverage and Simple IRA with 3% match.

To Apply

Email a cover letter and resume to icljobs@idahoconservation.org with the subject line Development & Membership Associate.

The Idaho Conservation League’s programs and employment are open to all. ICL does not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation or ability in any of its policies or programs. ICL offers a fun, team-based environment, competitive wages and an excellent benefits package. Additional information can be found at www.idahoconservation.org.