Conservation Outreach Associate

Reports to: Executive Director

Job Status: Full-time Salary Position

Salary Range: $35,000 - 50,000

Mainspring Conservation Trust, Inc. (Mainspring) is a nationally accredited, nonprofit conservation land trust and is one of the leading environmental organizations in western North Carolina. Mainspring employs a staff of eleven, with an annual operating budget exceeding $1.5 million. Mainspring’s service area encompasses 1.8 million acres and includes the six western-most counties in North Carolina – Cherokee, Clay, Graham, Jackson, Macon and Swain – and northern Rabun County, Georgia.

Mainspring has conserved more than 29,000 acres since its inception in 1997. From more traditional conservation methods like conservation easements to programs that teach youth about the importance of clean water, to transforming contaminated brownfield sites into green community spaces, Mainspring is the driving force for conservation in the Southern Blue Ridge.

Headquartered in Franklin, North Carolina, Mainspring seeks to hire a Conservation Outreach Associate to support Mainspring’s efforts in public outreach throughout Mainspring’s service area. The Conservation Outreach Associate will work closely with the Aquatics Program Manager and Communications Director and will provide support to those positions. The position will be based out of Mainspring’s office in Franklin, with responsibilities requiring travel throughout the region regularly. The position will be expected to work nights and weekends at times.

# Position Summary

Mainspring is searching for a positive, outgoing, outdoor enthusiast to join our team as Conservation Outreach Associate. This position will provide essential support to all areas of Mainspring, including but not limited to; volunteer recruitment and management, event management, philanthropic development, and education program implementation. The Conservation Outreach Associate will be heavily involved in external activities and outreach including volunteer management and cultivation, education events, donor identification, and with a strong focus on cultivation & donor stewardship events.

# Responsibilities Essential Functions

Events (40%)

* Responsible for managing timelines, budget and strategic planning for assigned events and initiatives,
* Working with the Communications Director to organize and lead outreach events including recreational activities such as hiking and paddling,
* Lead the planning and coordination of stewardship and development events. From planning to execution, is engaged in the development of events including hikes, paddles, and other outreach and fundraising events,
* Work to ensure excellent donor relations and a positive working relationship with vendors, community and business leaders, event sponsors/participants, volunteers and donors.
* Work with the Donor Relations Manager to produce reports on income and event progress and assist with volunteer and donor list maintenance,
* Provide all necessary communication with event attendees, including emails and phone calls, to ensure participants are informed of event details and any changes,
* Prepare materials for events in advance, and bring appropriate merchandise, newsletters, and other related materials to events,
* Expected to work all events.

Volunteer Management (20%)

* Ensure effective communication and consistent engagement with recruiting, training, and maintaining volunteers. Actively communicate with volunteers before, during and after events to ensure they feel valued and return to assist with future events,
* Foster relationships with upwards of 350 volunteers for various Mainspring events and initiatives.
* Engage and cultivate potential donors through outreach, education, and stewardship events,
* Manage tracking/reporting of all volunteer communications and activities in Volunteer Local or similar program,
* Engage and cultivate potential volunteers, donors and/or corporate sponsors,
* Work with all Mainspring program managers to determine volunteer support needs.

Education and other (20%)

* Foster contacts with schools/teachers/camps within Mainspring’s service area,
* Develop and implement age/grade appropriate programs,
* Manage Education projects, including:
  + Budget
  + Grant writing & reporting
  + Evaluating effectiveness of programs and updating curricula,
  + Intern training
* Assist with event and other relevant news for our biannual newsletter.
* Other duties as assigned.

# Other Related Functions

* Enjoys and values the outdoors. Authenticity is vital to the success of this position.
* Participate actively to assure compliance in assigned areas of responsibilities.
* Regularly analyze and evaluate the effectiveness of all assigned projects.
* Proactively seek process improvement in a solution-focused manner.

# Qualifications

* 2-4 years' experience in a combination of the following areas:
  + Event Coordination and/or Management.
  + Volunteer management and recruitment.
  + Adult and youth education.
* Working knowledge of the outdoors including flora and fauna of the area, familiarity with local trails and public recreation areas. Experience hiking and kayaking. Comfortable leading a group of people in the woods and on the water.
* Excellent time management and people skills.
* Effective communication, especially related to science.
* Lift/carry equipment (up to 30#).
* Disciplined to work independently.
* Associate or bachelor's degree.
* Experience securing and cultivating event sponsors.
* Experience working with donor database systems.
* Experience managing/cultivating/stewarding volunteers.
* Excellent verbal and written communications skills.
* Strong knowledge/passion for the outdoors (hunting/fishing/hiking/camping).
* Ability to work weekends or weekday evenings.

**To Apply:**

Qualified candidates are encouraged to submit a cover letter, resume, and references to jobs@mainspringconserves.org