

Prairie Pines Partners is a small nonprofit which supports Prairie Pines Nature Preserve, where woodlands and prairie meet in northeast Lincoln, Nebraska.

This position is designed to assume responsibility for fundraising, donor relations, database management, communications, and grant writing - functions currently shared by the Manager and Board, while strengthening and expanding these efforts, particularly in fundraising, financial tracking, database organization, and communications.

This position may appeal to individuals with experience in the responsibilities outlined, as well as those motivated to support the value that Prairie Pines Partners and Prairie Pines Nature Preserve bring to the community. The ideal candidate may be seeking to build additional experience or be a seasoned professional looking to remain engaged in a part-time capacity. The role requires comfort with making funding requests. Prior involvement with the philanthropic community is advantageous, but not required.

Prairie Pines Partners Development & Communications Manager

Wage: \$25 to \$30 hourly commensurate with experience. with potential merit increase after one year of service, based on job performance.

Schedule: hours would average 30 to 50 hours/month with additional hours possible depending on fundraising success

Office Location & Schedule: The Prairie Pines Partners office is at the Prairie Pines Nature Preserve (3100 N. 112th St., Lincoln, NE 68527). The schedule allows for work from home with no specific requirement to be in office except as needed to fulfill job requirements. This includes occasional attendance at PPP Board of Directors meetings and events at Prairie Pines Nature Preserve.

Benefits: There are no additional benefits associated with this position.

Description:

The Prairie Pines Partners Development & Communications Manager will assist the Prairie Pines Partners (PPP) nonprofit and its Board of Directors (BOD) in promoting the mission and goals of the Prairie Pines Partners, Ltd. and the mission of the Prairie Pines Nature Preserve (PPNP) as related to fundraising, promotion and communications management through various activities listed; in accordance with the Prairie Pines Nature Preserve Collaboration Agreement with Wachiska Audubon, PPNP Conservation Easement and the vision and wishes of the donors. The PPP and PPNP website is prairiepines.org.

Prairie Pines Partners Mission: "Provide leadership to develop Prairie Pines as a site of natural resource conservation for education, research and recreation for all".

Prairie Pines Nature Preserve Mission: "Sustain habitat for all living things through conservation, education and experience to promote a lasting connection with the natural world and its resources"

The individual in this position will be responsible for fundraising, donor relations, grant development, and communications support for PPP. Key duties include recruitment and maintenance of individual donor and corporate sponsors relationships, advising, coordinating and equipping the Board of Directors in donor engagement, managing the donor database, assisting with grant writing, and supporting communications and marketing efforts.

Responsibilities:

1. Develop and implement new fundraising strategies, including initiatives targeting corporate sponsors and major donors
2. Identify, recruit, and cultivate new general donors
3. Support and steward existing donors to maintain long-term engagement
4. Maintain and manage the donor database
5. Identify, pursue, and develop grant opportunities and applications/proposals in collaboration with PPP staff and the BOD
6. Coordinate and support current special fundraising initiatives, including campaigns such as Give to Lincoln
7. Attend and assist with fundraising events, as needed
8. Support engagement with partner organizations
9. Communicate and collaborate with PPP staff, volunteers and webmaster
10. Assist with the coordination and creation of promotional materials such as brochures, handouts, and other outreach tools
11. Coordinate with the BOD to develop donor and public relationships, communicate the PPP vision, collaborate with the Treasurer on financial matters, and prepare monthly reports for the Board.

Preferred Experience (but not required):

- Donor database management (example: Zeffy)
- Marketing and communication systems (example: MailChimp)

This position has no supervisory responsibilities and is supervised by the PPP Manager.

To apply, please send cover letter and resume to Sue@prairiepines.org and complete these supplementary questions: <https://forms.gle/ruNFH8KeHvARaCr4A>