



Communications and Development Assistant

Wolfe's Neck Center for Agriculture & the Environment has been a sustainable working coastal farm for nearly sixty years, Wolfe's Neck Center is home to an oceanfront campground, leading demonstration farm, and an educational resource center for innovative practices in regenerative agriculture. *Our mission is to transform our relationship with farming and food for a healthier planet.*

Wolfe's Neck Center seeks a highly organized, creative multitasker to support WNC's Advancement team during an exciting time of growth for the organization. The Communications and Development Assistant will support all donor and public relationships in the implementation of the organization's fundraising, marketing and communications plans. The CDA provides targeted support for Advancement team members to enable the team to raise awareness about WNC's mission and programs and meet fundraising goals. Ideal candidates will be detail-oriented, capable of juggling multiple projects, have experience in database management, social media and website management and general office administration.

Primary Objectives and Responsibilities:

Development Coordination (40%)

- Helps maintain Salesforce (CRM) database, including ensuring consistency of information across funders, donors, and members, and generating reports as needed.
- Records gifts and generates acknowledgements
- Coordinates list development, production and mailing for annual fund and other appeals.
- Maintains membership list, generates renewal notices
- Conducts prospect research as needed
- Supports the Executive Director in scheduling and taking minutes for program committee meetings

Marketing and Communications Coordination (40%)

- Drafts and schedules social media content
- Posts classes and events to social media platforms, website, and event calendars and tracks attendance.
- Helps maintain WNC website, including posting current press articles, updating pages and others.
- Creates and manages on-line forms for all programs, events and product sales
- Assists with the development and editing of weekly emails
- Maintains digital photo image library
- Generates content through photography/videography
- Creates and distributes on-site visitor and program information
- Supports digital storytelling broadly to advance WNC mission and programs, (e.g., via social media, video, presentations, blogs, etc.).

Event Coordination and Production (20%)

- Provides coordination and production support for events as needed, including production of printed materials and volunteer recruitment
- Works with Public Programs Manager to ensure the successful execution of events (e.g., with appropriate staffing, logistics, and resources)
- Assists in developing sponsorship materials and conducting outreach to prospective event supporters.
- Supports the planning and production of members' events.

Qualifications

- Four-year college degree or equivalent work experience
- Excellent written and communication skills
- Demonstrated interest in building new skills, and the ability to learn quickly
- Time management and organizational skills are essential to multitask effectively and meet required deadlines.
- Expertise in social media platforms (Facebook, Twitter, Instagram) and online marketing strategies/trends
- Experience and expertise in videography and photography are a plus
- Proficiency in Microsoft Office (including Excel)
- Familiarity with WordPress, Adobe Creative Suite (InDesign, Photoshop, Illustrator, and Audition), Salesforce, and Mail Chimp strongly preferred
- The ability to work independently and also be a team player.

The Communications and Development Assistant is a year-round position (32 – 40 hours per week/optional). As a year-round employee you are eligible for benefits offered by Wolfe's Neck Center for Agriculture & the Environment including health insurance, dental insurance, paid vacation and holidays, and our retirement savings plan. Benefits are pro-rated per the number of hours worked.

Non-Discriminatory Selection Process

Wolfe's Neck Center for Agriculture & the Environment, in accordance with federal Equal Opportunity Laws does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation including gender identity or expression, veteran status, or physical or mental disability in the hiring of its employees. Applicants are selected based on their ability to perform the essential functions of the job, prior related work experience, and references from previous employers.

To Apply

Please submit your resume and a cover letter of interest. Email your materials to: jobs@wolfesneck.org, with **Communications and Development Assistant** in the subject line. We will **begin reviewing applications immediately** and **will accept applications until June 17th**.