



Membership & Individual Giving Program Assistant Position Job Description 1/15/18

Founded in 1982, The Land Stewardship Project (LSP) is a membership based nonprofit organization dedicated to building thriving rural communities and creating a farm and food system that cares for people and the land.

The Land Stewardship Project is currently accepting applications for the position of **Membership and Individual Giving Assistant**. This is a permanent non-exempt part-time position based in the Land Stewardship Project's Minneapolis office. The position is being offered at 24 hours/week (.6 FTE) to start.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Growing LSP's dues paying membership, including assisting with new membership recruitment, annual membership renewals and phone bank drives.
- Communicating effectively with LSP members about their contributions with timely thank you acknowledgments.
- Maintaining excellent membership records and assisting staff in accessing and using the database to grow LSP's membership.
- Assisting with community outreach and fundraising events.

Work Environment

This job operates in an office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets.

Physical Demands

This is largely a sedentary role; however, occasional physical demands could include setting up for events, tabling at outreach events and filing. This would require the ability to carry 20-60 pounds, lift files, open filing cabinets and bend or stand as necessary.

Strong candidates for this position will have the following qualifications:

- The ability to articulate their belief in the work and mission of the Land Stewardship Project.
- Experience fundraising from individuals, preferably with a membership based nonprofit organization.
- Excellent attention to detail and experience working with membership databases.
- Strong communication skills, with an emphasis on writing, editing and public speaking.
- Good interpersonal skills, including working with volunteers and facilitating small groups.
- Experience with environmental, racial justice and/or social justice organizing is a plus.

To Apply for the Position

The Land Stewardship Project offers a competitive salary and benefits package, including health insurance. Pay for this position is hourly. Questions about the position are welcome; please contact Megan Smith at megans@landstewardshipproject.org or 612-722-6377.

Interested candidates should e-mail a resume and a writing sample of no more than two pages to Megan Smith, Membership Coordinator, at megans@landstewardshipproject.org by Friday, February 2, 2018.