



Take action
Build community
Work & learn
With the land



VERMONT
YOUTH
CONSERVATION
CORPS

DEVELOPMENT & RECRUITMENT COORDINATOR

Department: Engagement Team

Reports To: Director of Development & Community Engagement

Position Overview:

Vermont Youth Conservation Corps (VYCC) has a tremendous impact on the lives of young people and a positive influence on the communities where our crews work and learn. Entering our 40th year, we are seeking a can-do teammate to help us expand our impact and reach.

The Development and Recruitment Coordinator is part of a collaborative Engagement team that connects Corps Members with a broader community of supporters including alumni, partners, businesses, and members of the local community. The Engagement Team primarily supports fundraising, Corps Member recruitment, and alumni services. As a key member of this team, the Development and Recruitment Coordinator supports and enhances fundraising and recruitment efforts.

The Coordinator is both an administrative position as well as a public-facing representative of the organization. Data management and gift processing tasks, as well as connecting with prospective Corps Members at various recruitment events are central elements of this position.

Essential Functions:

Fundraising & System Management

- Oversee data entry and integrity of information in The Raiser's Edge database; extract data to assess the department's progress. Generate accurate and thorough reports as needed.
- Process gifts accurately and provide donors with a personalized and satisfying giving experience by ensuring they are properly thanked, acknowledged, and stewarded.
- Collaborate with the Director of Development and Community Engagement on direct mail appeals. Create accurate, segmented mailing lists; merge and print letters; and oversee the production process.
- Track Development team meeting notes and prepare weekly report of gifts to inform tracking of annual fund progress. Ensure all action items from team meetings are recorded.
- Collaborate with the team on researching, writing, editing, and submitting applications for foundation grants, corporate grants, and public funds and completing grant reports. Provide logistical and administrative support for current capital campaign.

Job Board Upkeep and Recruitment Support

- Collaborate with Community Engagement Manager to prepare and post open positions through VYCC's recruitment channels; ensure upkeep of job board and website listings.
- Oversee applicant data entry into File Maker Pro (FMP) and tracking of applicant pool.

Events, Communications, and Alumni Relations

- Collaborate with the team on social media and e-mail marketing.
- Represent VYCC to the public by tabling and giving presentations at local career fairs, recruitment events, and schools. Assist with planning of events and presentations.
- Coordinate across departments to ensure the VYCC website is up to date
- Provide logistics support for fundraising events (approximately 4 annually). Tasks might include promotion, ticket sales, set up and clean up.

As a member of the Engagement Team and the broader VYCC staff, proactively support and collaborate with team mates on additional projects and tasks.

Desired Skills and Experience:

While previous development experience is a plus, the following experiences and skills are what we are looking for in a strong applicant:

- Solid computer skills and willingness to learn new systems; ability to independently troubleshoot software systems and find solutions
- Ability to represent VYCC well at public events
- Exceptional time management and organizational skills; ability to handle multiple tasks and work while meeting deadlines
- Strong writing skills
- Solid belief in the Vermont Youth Conservation Corps mission
- Desire to learn
- Valid driver's license and reliable transportation

Preferred:

- Experience with fundraising, marketing, and/or communications
- Experience working with databases (such as File Maker Pro, Salesforce or Raiser's Edge)

Equal Opportunity at VYCC

Don't think you meet all of the requirements for the position? Please apply anyway! VYCC is dedicated to building an inclusive, diverse, equitable, and accessible work environment that fosters a sense of belonging. You may be just the right candidate for this role or another one of our openings! VYCC is proud to be an Equal Opportunity Employer.

Our Workplace

This position is based out of the Vermont Youth Conservation Corps campus in Richmond, VT. Our open office offers staff opportunities to interact and collaborate. Staff members can balance working remotely and on-campus in collaboration with their team schedule, tasks and all-staff gatherings. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization.

Compensation & Benefits:**Position Status:** Full-time, Year-Round, Exempt

- Starting salary for this position is \$44,000, commensurate with experience. Exempt from overtime.
- Medical and dental insurance; Health Savings Account (HSA) with matching contribution; disability and group life insurance
- Simple IRA with matching contribution (once eligibility criteria are met)
- Annual paid time off (PTO), paid sick time
- One-week paid closure in November for all staff (in addition to PTO)
- Ongoing professional development
- Annual gift card to the VYCC farmstand (organic produce and eggs)

How to Apply

Please complete our VYCC General Application (<http://bit.ly/VYCCapp>), to which you'll upload a cover letter, resume, and contact information for three professional references. Questions regarding this position can be directed to Jens Hybertson at Jens.Hybertson@vycc.org. No calls, please. Position is open until filled.