



**Development Associate
Salina, KS
Full Time**

Position Summary

The Development Associate supports the development team through logistical planning, scheduling, travel arrangements, grant organization and general coordination duties. The role also entails welcoming guests, managing common areas within the offices and general office tasks.

About the Organization

The Land Institute is working on a solution to one of humankind's most critical challenges: how to produce food without destroying precious soil, water, and ecological resources. The Land Institute's core activity is research to create a "natural systems agriculture" that mimics the processes and structure of natural ecosystems like the prairie. This research is focused on creating an ensemble of perennial high-seed-yielding grain, legume, and oilseed plants that can be grown in various combinations, that is, an agriculture of perennial polycultures that can meet human needs into the future.

The Land Institute is dedicated to the idea that perennial polyculture agriculture can significantly reduce or reverse soil erosion, use water more efficiently, improve soil quality, greatly reduce reliance on harmful fertilizers and pesticides, and reduce greenhouse gas emissions through increased carbon sequestration in soils.

The Land Institute is located in Salina, Kansas, along the banks of the Smoky Hill River at the border of medium and tall grass prairies, making it an ideal location for its research mission. The Institute now employs about 35 people on site, including nine Ph.D. scientists and numerous graduate students and post-doctorate fellows. For more information, please visit www.landinstitute.org.

Responsibilities

- Answer incoming telephone calls and assist callers appropriately
- Schedule and coordinate tours with appropriate staff members and guests
- Act as host to incoming guests, ensure a warm welcome and hospitality
- Prepare packages, send, receive, sort and route packages or mail as needed
- Maintain bookstore, product inventory and manage Prairie Festival bookstore
- Update The Land Institute calendar and send out daily update
- Assist in posting information to the organization's website and social media platforms
- Plan periodic all-staff social functions and assist with hospitality for special guests on other occasions as needed
- Assist in event planning for national meetings
- Coordinate, execute and prepare travel plans for the development team
- Coordinate and prepare appropriate stewardship pieces to donors

- Work in database management, assist with profiles and preparation for donor visits
- Perform clerical duties as needed, such as filing, photocopying, binding, ordering supplies, maintaining media, CD, Land Report & Prairie Festival archive files, updating and creating new records, and addressing monthly solicitation letters
- Other duties as assigned

Qualifications

- High school diploma or general education degree (GED) required, bachelor's degree preferred
- Three-five years of related work experience
- Excellent communication skills, both written and oral
- Computer literacy; ability to use Microsoft Office suite (database knowledge helpful)
- Ability to operate business office machines, and to observe safety and security procedures in use of equipment and materials
- Ability to multi-task and meet deadlines
- Demonstrated accuracy, thoroughness, and initiative
- Ability to work well with others throughout the organization to build positive teamwork
- Good time management; prompt and proficient completion of tasks
- Consistent punctuality and good attendance; proactive attention to office coverage in event of necessary and scheduled absences
- Adherence to policies and procedures; support for organization's goals and values
- Flexibility with respect to schedule, when necessary to meet the needs of the organization

Compensation

The Land Institute offers an excellent benefits package and a competitive salary that is commensurate with experience.

To Apply

To be considered for this position, interested candidates should submit a resume and cover letter to careers@landinstitute.org. Review of applications will begin August 14, 2017. Position will remain open until filled.

The Land Institute is an equal opportunity employer and actively encourages applications from women and people of all ethnic and national origins and sexual orientations.