



**JOB ANNOUNCEMENT: Membership and Development Coordinator**  
**PLANNING AND CONSERVATION LEAGUE and**  
**PLANNING AND CONSERVATION LEAGUE FOUNDATION**  
**Position located in Sacramento, CA**

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**BACKGROUND**

The Planning and Conservation League (PCL) is a statewide environmental organization that works in the State Legislature and at the administrative level in state government to enact and implement policies to protect and restore the California environment. The PCL Foundation is PCL's sister organization. The mission of PCLF is to protect the California environment by engaging in cutting-edge public environmental policy research and engaging local communities in the decision-making process. The research of the Foundation is made available to PCL and others, to serve as a catalyst for public policy changes that solve critical environmental problems. PCLF is a 501(c)(3) non-profit organization, and PCL is a 501(c)(4) nonprofit organization.

**MEMBERSHIP AND DEVELOPMENT COORDINATOR POSITION**

PCL has a diverse and supportive membership and activist base. This position will work with our Development Team to help maintain our existing membership and activist base, increase our membership, and develop new outreach and donor giving methods. The Coordinator reports directly to the Executive Director.

**Essential Responsibilities** include, but not limited to:

- Implement strategies to increase membership through direct mail, planned giving, or other efforts in collaboration with the Development Team.
- Communicate with and activate members around the state or in target districts through online tools and Democracy in Action.
- Design and implement a new online fundraising program with the guidance of the Executive Director and consultants.
- Assist with the creation and management of events and donation pages via Democracy in Action.
- Coordinate database management, including updating and importing records and making databases accessible to staff.
- Support the organization and staff with implementing special events, workshops, and major donor programs.
- Receive and process membership and major donor contributions.
- Other duties as assigned.

**Required Knowledge and Skills:**

- Successful applicants should have experience in databases including Raiser's Edge, advanced computer skills (Word, Excel, Outlook), and some experience with web-based outreach tools (i.e., Convio or Democracy in Action).
- Excellent written and oral communication skills.
- Must be a self-starter, able to work independently and with a team.
- Must demonstrate ability to complete detail-oriented work with high level of accuracy.
- Handle numerous tasks concurrently and adapt to a constantly changing environment.

**Education and Experience:**

- A college degree or equivalent experience is preferred.
- Experience in information, communications, organizing and other outreach technologies.

**SALARY AND BENEFITS**

This is a full-time position with a starting salary of \$30,000 - \$35,000 (depending on experience) plus benefits. PCL provides a benefits package that includes two weeks of paid vacation per year, 12 paid holidays, and a health plan that includes dental, vision, and life insurance. A voluntary 403(b) retirement plan is also offered.

## **CLOSING DATE**

Applications will be accepted until August 6, 2008. This position is available immediately.

## **APPLICATIONS**

To apply for the **Membership and Development Coordinator** position, applicants should organize an application package that includes: (1) a cover letter; (2) resume; and (3) contact information for three professional references.

Submit the completed application package to:

Planning and Conservation League  
ATTN: Membership and Development Coordinator Position  
1107 9<sup>th</sup> Street, Suite 360  
Sacramento, CA 95814

Applications may be submitted electronically to [resumes.pcl@pcl.org](mailto:resumes.pcl@pcl.org)

No phone calls please.

For more information about each organization, visit us on the web:

Planning and Conservation League Foundation - [www.PCLFoundation.org](http://www.PCLFoundation.org)

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