

LYME LAND CONSERVATION TRUST  
Philanthropy Committee  
Job Description

**Position:** Volunteer Committee member

**General Duties:**

You'll be joining a team that has achieved remarkable success. The Philanthropy Committee raises money for the Land Trust through donations and foundations, grants for operations, stewardship and education, and for land purchases. In our most recent capital campaign, we raised or obtained pledges of \$2,250,000, 50% more than our goal. Our annual membership drive and Tour de Lyme annual fund-raising cycling event is an inspiration to the area's other non-profits. In recognition of our achievements and governance we were honored with GuideStar's prestigious Platinum Seal. Our platform is solid. With your help, we want to take the next leap forward.

*You will not be asked to solicit contributions!*

Here's where we could use your help and we will train you to do this:

- Identify and help select a CRM (Customer Relationship Management) System to maintain and organize the research information gathered;
- Identify charitable foundations on-line that use GuideStar and support environmental organizations;
- Research major national and regional organizations that offer donor advised funds and figuring out ways to access them;
- Ascertain existing Land Trust members who might be candidates to buy our Charitable Gift Annuity; and
- Assist with follow-up.

**Qualifications & Skills:**

What we're looking for are computer literate team members who love and have the drive for research and the perseverance to dig for answers. We are also looking for people who are organized, detail-oriented, and have the ability to work independently and as part of a team

**Benefits:**

While you're working with our successful directors, members, and staff, you'll be expanding computer, organization, and management skills. The knowledge you gain from doing this research will be valued by many other non-profits and give you significant transferable skills. You'll have the satisfaction of playing a pivotal role in one of the leading organizations in the region and having a profound impact on the region's environment.

**Time Requirements:** Depends on the project. Speak with the Committee Chair.

**Evaluation:** Informal observations by the chair and committee members as we work together to ensure that our objectives are met.

**Responsibility:** Committee members report to the Chair