



COLD HOLLOW
TO CANADA

Development Consultant

(Independent contractor, 10 - 20 hours / week)

SCOPE OF WORK

Cold Hollow to Canada (CHC) is seeking an experienced development professional to lead the organization's fundraising and communication activities, with a focus on foundations. The successful candidate welcomes a challenge, has strong interpersonal skills, and is both self-directed and eager to collaborate closely with our small dedicated team, including a Program Director and an engaged Board of Directors. Previous experience working with environmental organizations in New England and a passion for land conservation and/or forest stewardship is encouraged. Importantly, this work arrangement is remote and allows for a flexible schedule.

BACKGROUND

Our mission at [Cold Hollow to Canada \(CHC\)](#) is to maintain ecosystem integrity, biological diversity, and forest resiliency throughout our region, with a focus on community-led stewardship and the conservation of our working landscape. The CHC region encompasses seven towns in Vermont's northern Green Mountains, including Bakersfield, Belvidere, Enosburgh, Fletcher, Montgomery, Richford, and Waterville.

As a nonprofit 501c3 organization, we act as the nexus between community members in these seven towns and the larger conservation organizations and government agencies across our state and region. We believe that in order to accomplish our vision of a resilient and connected ecosystem across the entire Northern Forest we must build relationships within our communities and connect to resources beyond.

Our core programs and projects include our [Woodlots Program](#), [Keeping Track](#), [Forest Carbon Aggregation Project](#), as well as our [Cold Hollow Land Conservation Fund](#). Additionally, we have just completed a strategic plan, which will guide our work over the next five years as we look to accelerate the pace of conservation in our region. In order to achieve our goal of conserving 23,000 acres by 2030, we plan to launch a campaign to recapitalize our Conservation Fund.

ESSENTIAL FUNCTIONS

Specific work priorities to be defined in contract negotiations, the main focus being fundraising with a secondary focus on communications:

- **Fundraising:** *Guiding the organization to reach its ambitious fundraising goals to build organizational capacity and recapitalize the Conservation Fund.*
 - Foundations: Identifying opportunities to expand foundation support, building relationships with foundation contacts, writing proposals and letters of inquiry, and presenting organizational strategy and core activities at meetings with funders
 - Grants: Researching opportunities as well as writing applications and reports
 - Database Management: Maintaining our donor database within Little Green Light,



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- including donor reports, gift tracking, and acknowledgements
- Annual Appeal: Developing overall campaign messaging, creating mailing list, and designing, printing, and mailing letters
 - Individual Giving: Cultivating relationships with existing donors and devising cultivation strategies to expand donor base
 - **Communications**: *Promoting the organization's mission and core programs across a variety of audiences.*
 - E-newsletter: Coordinating content as well as developing and disseminating quarterly e-newsletter
 - Social media: Maintaining CHC's [Instagram](#) and [Facebook](#) channels and creating a plan for regular posts
 - Annual Gathering: Planning community engagement event with keynote speaker and catered meal
 - Website: Creating content for and regularly maintaining our website, coldhollowtocanada.org, with occasional support from web developer
 - Press & media: Outreach to press & media about programming developments and accomplishments

QUALIFICATIONS

- Background in fundraising and communications
- Demonstrated ability developing relationships with foundations and individual donors
- Previous experience writing successful grants applications and growing philanthropic revenue annually
- A skilled writer and presenter
- Strong organizational and interpersonal skills, attention to detail, and a willingness to take initiative in setting the strategy as well as collaborating closely to deliver high-quality results
- Experience with Google Suite, MailChimp, Little Green Light or other donor database software, social media platforms including Instagram and Facebook, and basic website maintenance
- Familiarity with environmental organizations in New England and a passion for land conservation and/or forestry is encouraged
- Knowledge of the ecology of New England is a plus

COMPENSATION

Hours and compensation to be discussed in contract negotiations, commensurate with experience.

TO APPLY

Please submit a cover letter and resume to info@coldhollowtocanada.org with "Application" in the subject line. We will be reviewing applications on a rolling basis until this contractor position is filled.

Cold Hollow to Canada is an Equal Opportunity Employer and invites people from all backgrounds to apply.