



Chikaming Open Lands

Position Title: Development Associate

Reports to: Development Director

Classification: Full-Time, Non-exempt, Salaried Employee

Position Overview

The Development Associate participates in the development, planning, and implementation of fundraising, donor engagement, and marketing activities in support of Chikaming Open Lands' (COL) mission. The position supports the Development Director and Executive Director in all fundraising activities. The position reports to the Development Director.

Primary Duties and Responsibilities

1. Development and Fundraising
 - a. Assist with developing, planning, and implementing fundraising activities, including annual appeals, special campaigns, and planned giving in support of the Development Director and Executive Director.
 - b. Provide support to the Development Director and the Executive Director for donor recruitment, cultivation, and solicitation.
 - c. Assist in the planning and execution of annual fundraising and donor stewardship events at the direction of the Development Director.
 - d. Manage donor databases.
 - e. Develop relationships and activities with corporate and community organizations to create partnerships and secure support for programs and events.
2. Marketing and Communications
 - a. Develop and implement marketing and branding campaigns, at the direction of the Development Director and in collaboration with the Education and Outreach Manager, to increase community awareness of and support for COL's mission.
 - b. At the direction of the Development Director, develop and produce all donor communications, including print and electronic materials for recruitment, cultivation, and solicitation of donors.

Ancillary Duties and Responsibilities

1. General Administration
 - a. Provide general clerical and administrative support, and other duties as assigned by the Development Director or Executive Director.
 - b. Provide support to the Development Director, Executive Director, and other staff in seeking grant opportunities from corporations, foundations, and government agencies.

Qualifications

Minimum of a Bachelor's degree in nonprofit management, business, communications, marketing, or related field is required. At least two (2) years of experience in fundraising and development for nonprofit organizations, or comparable experience is preferred. Previous experience with a land conservancy or other nonprofit organization is preferred. Attention to detail and strong writing, organizational, and communication skills are required. Requires proficient computer skills. Applicant should be a self-starter with the ability to collaborate with a team and interact with a wide variety of audiences. Ability to work occasional evenings and weekends is required. Ability to work in an office environment and in an outdoor field environment is necessary. A passion for land conservation is essential.

Employment Terms

The position, located in Berrien County, Michigan, is full-time with an expected starting salary of \$45,000 – \$50,000, depending on qualifications and experience. Typical working hours are 9 am to 5 pm, Monday through Friday, with occasional evening and weekend hours required. Benefits include paid time off, healthcare expense reimbursement, and matching retirement plan.

To Apply: Submit cover letter and resume with three professional references by email to Ryan J. Postema, Executive Director, at rpostema@chikamingopenlands.org by October 16, 2026.