



**Position:** Engagement & Events Coordinator

**Reports to:** Development Director

**Supervises:** N/A

**Position Type:** Full-time salaried/exempt

**Location:** Based at Montpelier, VT office

**Compensation:** \$52,000 - \$56,000 annually

Northeast Wilderness Trust's (NEWT) mission is to conserve forever-wild landscapes for Nature and people. We safeguard over 103,000 wild acres across New York, Vermont, New Hampshire, Maine, Massachusetts, and Connecticut. NEWT is the only regional land trust focused exclusively on rewilding through forever-wild conservation. We believe in the immense value of wilderness, both for its intrinsic value and for its unique role to reverse the biodiversity crisis, mitigate climate change, and provide solace to the human spirit.

The Engagement & Events Coordinator plays a key role in advancing Northeast Wilderness Trust's mission by helping people connect with NEWT's mission and work.

#### **Duties of the Engagement & Events Coordinator:**

The Engagement & Events Coordinator is responsible for planning and executing events to support donor relations and engagement efforts, and for supporting NEWT's CEO & Development staff in engaging effectively with donors and supporters. The Engagement & Events Coordinator will be a key member of the Advancement Team working directly with the Development Director, Donor Impact Coordinator, Digital and Technical Coordinator, and cross-departmental teams. This role will also interface with and support the Executive Team, Board, and Wilderness Council.

#### **What You Will Do:**

##### *Event Management & Engagement*

- Operate with professionalism and discretion as a representative of Northeast Wilderness Trust, adhering to internal policies and procedures as well as the Donor Bill of Rights and Code of Ethics as outlined by the Association of Fundraising Professionals.
- Serve as the project lead for events, managing all aspects from concept to execution, including budgeting, and establishing creative briefs to guide project management using Asana and other tools.
- Develop relationships with vendors and coordinate all aspects of vendor participation from booking to final payment.
- Ensure that messages of gratitude are woven throughout all aspects of constituent engagement, and that staff are trained and supported in conveying these.
- Travel to and serve as on-site lead for key events.
- Lead post-event follow-up and learning.
- Lead the coordination of NEWT's presence at conferences and convenings such as the Land Trust Alliance and Northeastern Old Growth Conference.

##### *Administration & Planning*

- Work with the Development Director to develop and execute an annual events program that helps NEWT reach its strategic fundraising goals to resource its 2030 strategic plan.

- Lead the creation of special events series, such as a series in 2026 to celebrate NEWT's 100K Forever-wild Acres Conserved milestone.
- Support the effort to increase programming—online, in-person, and on the land—that connects more people to wild Nature and the idea of wilderness and ecocentrism (Nature-centered worldview).
- Track and report events and engagement data for quarterly and annual reporting.

#### *Collaboration*

- Collaborate with the Communications team to ensure successful event promotion, including messaging, branding, and channels (such as social media, website, and newsletter).
- Collaborate with Donor Impact Coordinator to ensure tracking of attendance, donor recognition, and post-event follow-up and analysis.
- Collaborate with Finance Manager and Operations Manager to ensure proper documentation and payment of invoices.
- Attend Development Team and Advancement Team meetings and ensure events are reflected on the internal team calendars, and communicated to key stakeholders, such as Board and Council Members.

#### **What You Will Bring:**

- A commitment to candid and transparent communications.
- Ability to thrive in a fast-paced and team-oriented work environment.
- Exceptional organizational and time management skills to meet deadlines and be self-starting.
- Adaptability and openness to evolving job description as the organization grows.
- Willingness to work outside of position's prime focus and collaborate with staff on other organizational priorities.
- 2-3 years of event management preferred.
- Professional knowledge of multi-faceted event coordination including catering, audio/visual, stakeholder communications, and vendor relationships.
- Commitment to confidentiality and positive donor relations.
- Ability to work collaboratively as part of a team, adapting to shared communication protocols and project management tools.
- Ability to work on nights and weekends based on event scheduling.
- Ability to travel 2-4 days per month for events (NEWT operates across New England and New York).

#### **Benefits:**

Northeast Wilderness Trust offers competitive and progressive benefits including:

##### *Comprehensive Health Coverage*

- 100% health insurance coverage to employees plus 81% of two-person/75% of family coverage.
- Shared cost dental and vision insurance.

##### *Generous Vacation Time*

- 31 days of combined time off, plus health leave.

##### *Other Benefits*

- 401k retirement plan with up to a 5% employer match.
- Employer-paid Life Insurance of \$50,000.
- Parental Leave: 12 weeks paid; option for an additional 8 weeks part-time work; with full benefits.
- Sabbatical Leave: Every seven years of employment, earn up to a two-month paid sabbatical.

#### **How to Apply:**

Interested candidates should submit a cover letter and resume with three professional references as a single combined PDF to [jobs@newildernesstrust.org](mailto:jobs@newildernesstrust.org) with the subject "Engagement & Events Coordinator." Application deadline is on a rolling basis with review and interviews occurring on an ongoing basis.

*Northeast Wilderness Trust is an Equal Opportunity Employer and is committed to a just and equitable world and workplace. We recognize that diverse teams make the strongest teams and we encourage people from all backgrounds to apply.*