



Big Sur Land Trust is hiring a new Resource Development Project Coordinator

(Posted October 2026)

Big Sur Land Trust (BSLT) is seeking an exceptionally organized, resourceful, and collaborative Resource Development Project Coordinator to help turn ambitious ideas into coordinated action and measurable results. Serving as the operational hub for fundraising, marketing, communications, donor engagement, campaigns, and events, this role will build and manage the systems, tools, calendars, workflows, and processes that keep the Resource Development team aligned, ahead of deadlines, and focused on priorities and progress.

As BSLT approaches its 50th anniversary and works toward a \$50 million philanthropic revenue goal, the Project Coordinator will connect fundraising, communications, events, donor engagement, and organizational priorities. This is both a project-management and hands-on support role for someone equally comfortable building an integrated workplan, facilitating a meeting, following up on a deliverable, preparing a donor mailing, or writing a thoughtful thank-you card. Join our outstanding team dedicated to nurturing talent and fostering a supportive, diverse work environment to achieve Big Sur Land Trust's mission:

Big Sur Land Trust is a non-profit organization with a mission to inspire love of land across generations, conservation of our unique Monterey County landscapes, and access to outdoor experiences for all. We see a future where natural landscapes, working lands, urban open spaces and healthy communities are cared for by people who share a love of nature and a deep appreciation for the richness of their diverse cultures.

Job Detail

Job Title:	Resource Development Project Coordinator
Location:	Monterey Office
Status:	Full time and Non-Exempt
FTE:	100%
Reports to:	Marketing & Communications Manager
EEO:	<i>The Big Sur Land Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics.</i>

Job Duties

General Description	The Resource Development Project Coordinator serves as the operational hub for a varied portfolio of fundraising, marketing, communications, donor engagement, campaign, and event activities. The position works closely with the Vice President Advancement, Development & Operations Analyst, Resource Development team, and colleagues across BSLT to turn ideas into coordinated plans with clear responsibilities, milestones, deadlines, and approvals. The role supports cohesive team operations and keeps 50th anniversary initiatives and ongoing priorities connected to BSLT's \$50 million philanthropic revenue goal.
Examples of Primary Duties:	• Build systems that keep work moving. Create and maintain practical project plans, workflows, templates, calendars, dashboards, and documentation for Resource Development initiatives. • Lead coordination for the 50th anniversary campaign. Manage the integrated workplan and deliverables calendar, connect activities across teams, monitor milestones and risks, and maintain alignment with the \$50 million philanthropic revenue goal. • Connect projects to audiences and strategy. Map communications and donor touchpoints to priority audiences, donor journeys, fundraising objectives, and key moments throughout the year. • Keep teams aligned and accountable. Facilitate meetings, clarify decisions and ownership, track action items, follow up respectfully, and help colleagues anticipate upcoming work. • Support excellent donor experiences. Assist with acknowledgments, receipts, thank-you notes, mailings, appeals, donor and prospect research, meeting preparation, records, reporting, proofreading, vendors, and logistics. • Support the annual Monterey County Gives campaign, including coordination of the production, signing, and mailing of thank-you cards. • Help plan and deliver Resource Development events, including closeout and follow-up.

	• Provide strategic and hands-on support as needed to help donors, partners, and colleagues have an excellent experience.
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Accountabilities	
	• Create a trusted way of working. Within the first year, establish a Resource Development operating system that the team uses consistently. • Make priorities visible. Provide clear visibility into what is underway, why it matters, who it serves, who owns it, when it is due, and how it supports organizational goals. • Help work start earlier and move more predictably. Ensure responsibilities, deadlines, decisions, and next steps are clear. • Identify challenges early. Reduce last-minute emergencies by surfacing risks, gaps, and resource needs before they become obstacles. • Guide an integrated anniversary roadmap. Ensure fundraising, communications, marketing, events, engagement, and donor stewardship reinforce one another and support the \$50 million philanthropic revenue goal. • Provide leadership visibility. Deliver timely, concise updates on progress, upcoming priorities, decisions, risks, and resource needs. • Strengthen collaboration. Support greater team cohesion, shared accountability, and capacity to focus on highest-value work. • Advance the mission. Help deepen relationships with the community and donors and advance BSLT's philanthropic goals.
Qualifications	
Knowledge and Skills	• Demonstrated success managing multiple projects, campaigns, or workstreams simultaneously. • Exceptional organizational skills, attention to detail, and follow-through. • Experience building or maintaining project-management systems, workflows, calendars, dashboards, or similar tools. • Ability to turn complex or loosely defined ideas into practical plans with clear responsibilities, milestones, deadlines, dependencies, and approvals. • Ability to follow up, ask clarifying questions, and respectfully support accountability for commitments. • Sound judgment and the ability to distinguish among urgent, important, and lower-priority work. • Ability to move between detailed execution and broader strategy, including audiences, donor journeys, and revenue objectives. • Clear meeting facilitation, written, verbal, and interpersonal communication skills, with the ability to work effectively across different roles and working styles. • Professionalism and discretion, especially when handling donor information. • Ability and willingness to shift between high-level coordination and hands-on administrative work. • Proficiency with common project-management, collaboration, database, and office-productivity tools, with the ability to learn new systems quickly. • A positive, solutions-oriented approach and a genuine commitment to teamwork and helping others succeed. • Experience in nonprofit organizations, philanthropy, fundraising, marketing, communications, campaigns, or conservation is helpful but not required. Transferable experience will be considered.
Physical/ Mental Work Demands:	• Regular desk-based work and extended use of a computer, telephone, and standard office equipment. • Frequent communication in person, by telephone, and in writing; review of detailed information; maintenance of accuracy; and use of sound judgment while balancing multiple projects, deadlines, interruptions, and changing priorities. • Regular organization of complex information, problem-solving, meeting facilitation, follow-through on commitments, and professional collaboration with colleagues, donors, vendors, and

	community partners. • Occasional movement throughout office and event locations and standing or walking during portions of meetings and events. • Occasional lifting, carrying, or moving of materials weighing up to 25 pounds, such as mailings, event materials, or office supplies. • Occasional local travel and work outside regular business hours for donor meetings, events, campaigns, or other organizational activities. • Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.
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Compensation & Benefits: This is a full-time, nonexempt Coordinator position with an hourly pay range of **\$34.50–\$39.50**, depending on experience and qualifications. BSLT offers a competitive benefits package, including an extensive health plan with medical, dental, and vision coverage and life insurance; employer contributions to a Health Savings Account (HSA); an Employee Assistance Program (EAP); contributions to a 403(b) retirement plan; paid holidays; vacation; sick leave; and professional development opportunities.

How to Apply: Applicants should submit the following three items:

1. Resume.
2. Letter of interest describing relevant experience and availability to start.
3. Application materials should be emailed to employment@bigsurlandtrust.org. Candidates whose experience and qualifications most closely align with the role will be contacted for an interview. Please do not call. **The position is available immediately and will remain open until filled.** Additional information about BSLT is available at www.bigsurlandtrust.org.