Event and Outreach Coordinator

Organization: North Carolina Coastal Land Trust

Reports to: Director of Development and Communications

Status: Full-time, non-exempt

Location: Wilmington, NC; regular travel across the coastal plain

Salary range: $44,000–$54,000, commensurate with experience

About the position

The Event and Outreach Coordinator plans and runs the NC Coastal Land Trust's fundraising events and member celebrations up and down the coast, from the Annual Celebration to Party for the Point on Ocracoke. The role also represents the Land Trust at festivals, fairs and community events, and manages the contractors and vendors behind each event. It is the point person for every event detail, so staff and board can focus on donors and guests.

About the NC Coastal Land Trust:
The Coastal Land Trust is a high-performing, accredited, regional land trust with a reputation for excellence. It works to enrich North Carolina through the conservation of natural areas and working landscapes, education, and the promotion of good land stewardship in the 31 counties of eastern NC. Since 1992, more than 91,000 acres of land with scenic, recreational, historic, and/or ecological value have been protected.

Key responsibilities

Event planning and logistics (about 50%)

- Plan and carry out the Land Trust's fundraising events and member gatherings, including:
    - Annual Celebration
    - Mid-coast Celebration and Northeast Celebration
    - Golf Tournament
    - Party for the Point (Springer's Point Preserve, Ocracoke; Memorial Day weekend)
    - Land, Lager, & Oysters (OBX and ILM)
    - Donor events and other events as needed

- Secure venues, tents, tables, linens, restrooms, music, bartenders and caterers; hire, schedule and manage contractors and vendors, and negotiate their contracts.
- Manage invitations and RSVPs, decorations, signage and on-site conservation education displays.
- Build and track project management documents including a budget for each event, with revenue and expense reports after each one.

Event-day leadership (about 20%)

- Write a "Run of Show" for each event and brief staff and volunteers.
- Attend most events as the point person for host sites and vendors.

Outreach and tabling (about 15%)

- Represent the Land Trust at festivals and community events across the coastal plain.
- Keep a yearly tabling calendar and choose which community events to attend.
- Maintain tabling supplies including tent, table, banners, displays, brochures and sign-up sheets.
- Recruit, train and schedule staff and volunteers to work the table.
- Collect sign-ups at each event and add them to the donor database for follow-up.
- Research and coordinate corporate outreach opportunities.

Development and communications support (about 10%)

- Track event sponsorships and work with the Development team on sponsorship asks, guest lists and donor follow-up after events.
- Help plan event promotion, including social media, email and website listings.
- Keep an event calendar and a planning file for each recurring event.

Other (about 5%)

- Help with environmental education and stewardship events as needed.
- Assist with photography and videography coordination.
- Coordinate organizational swag and inventory.
- Other duties as assigned.

Qualifications

Required

- Bachelor's degree or equivalent experience.
- 2+ years planning events, ideally fundraising or nonprofit events.
- Passionate about the mission and impact of NCCLT.
- Strong attention to detail, time management, and organizational skills.
- Dependable and friendly; enjoys working with donors, volunteers and the public, and is at ease talking with strangers at an event table.

- Excellent communication skills, with the ability to communicate effectively with landowners, government officials, volunteers, Board members and business and philanthropic representatives.
- Good computer skills and familiarity with Microsoft Office, including Teams, and an understanding of workplace technology trends.
- Ability to work independently and on their own initiative, with a proven ability to work with efficiency, flexibility and good humor.
- Success in roles requiring execution of multiple tasks while responding to multiple demands.
- Proven ability to remain focused in the face of pressure and deliver against timelines, without being intimidated by tasks or time limitations.
- Familiarity with the State of North Carolina, its government, culture, people and natural resources.
- Flexibility to work some evenings and weekends, travel across eastern North Carolina, and lift and set up event equipment.
- Valid driver's license.

Preferred

- Experience with a donor database and online registration tools.

Compensation, benefits and how to apply

Salary: $44,000–$54,000, commensurate with experience.

Benefits: medical insurance; retirement benefits; disability and life insurance; generous paid holidays; vacation leave; family, medical and parental leave; professional development; wellness benefits and staff outings.

To apply: Submit one document that includes your resume and a cover letter outlining your qualifications and interests to the attention of Laura Wilson to jobs@coastallandtrust.org with the subject line “Event and Outreach Coordinator.” Priority application deadline is December 13, 2026. Applications will be reviewed on a rolling basis until the position is filled. For more information, visit www.CoastalLandTrust.org.

We believe a diverse workplace is critical to achieving our goals. We seek to recruit, develop and retain talented people from a diverse candidate pool, and we encourage people from structurally marginalized communities and experiences to apply. A frequently cited statistic shows that applicants from structurally marginalized and underrepresented groups often apply only if they meet 100% of the qualifications. No one ever does, so the Coastal Land Trust encourages you to break that statistic and apply. We look forward to your application!

The Coastal Land Trust is an equal opportunity employer and welcomes applicants of all backgrounds.