

# **The Bermuda National Trust**

*is hiring a Development Officer*



## **WE ARE SEEKING AN EXPERIENCED AND SELF-MOTIVATED INDIVIDUAL**

Reporting to the Director of Development the successful candidate will support the development office with:

- Coordinating special events
- Marketing materials for fundraising, events and retail
- Circulating promotional and outreach material
- Managing website and social media

The successful candidate should possess the following:

- A BA or BS degree in marketing and communications or similar qualification required
- Proven experience in event coordination, fundraising and marketing
- Excellent communication (written and verbal), presentation, and interpersonal skills
- Experience in website and social media management
- Strong organisation and project management skills
- Demonstrated experience with In Design, Constant Contact and Joomla or similar software

Please send an application letter, resume and two professional references to Development Officer Position, Bermuda National Trust, P.O. Box HM 61, Hamilton HM AX or e-mail [kway@bnt.bm](mailto:kway@bnt.bm).

**Deadline for applications: February 8, 2019**