



## Director of Philanthropy

**Reports to:** Executive Director  
**Job Status:** Full Time (1.0 FTE Exempt)  
**Salary Range:** Competitive salary and benefits package commensurate with experience.

**Mission:** *Helping the community preserve open space, working lands and habitat forever*

**Position Summary:** This position supports and builds the organizational culture of philanthropy in Jefferson Land Trust through ensuring achievement of fundraising goals; cultivation of new and existing supporters of the mission of the Land Trust; and maintenance of annual and multi-year donor relations program. The individual will lead efforts in the design and implementation of a comprehensive and strategic development program including: major and planned gift donor development, grant writing, special events management and special capital campaigns. This position provides support and oversight of engagement, some office administration, donor database functions and works closely with the Executive Director and the Board.

### Essential functions:

#### *Fundraising Leadership*

- Establish an annual development strategy to determine critical areas of focus and effort for the year to meet philanthropy annual goals
- Coordinate the annual fundraising strategy to effectively reach local and regional donors and stakeholders
- Collaborate with Land Trust colleagues to help develop effective and engaging outreach and education programs that support positive community relations
- Train, support, and lead Board members, staff members, volunteers, and contractors in development activities
- Provide leadership for capital campaigns, planned giving, and estate planning programs

#### *Planning and Communication*

- Create 5-year development strategic plan that can be translated into annual plans and goals
- Create and implement annual development plan and strategy, with support and input from Executive Director and board, including a fundraising cash flow plan, budgeting with staff input, and creating and implementing a planned giving program
- Analyze effectiveness of fundraising strategies and adjust as necessary to ensure philanthropy annual goals are met or exceeded
- Develop strategic annual communications plan in collaboration with Communications Manager, including print and electronic publications, advertising and media relations, website, and social media

- Direct development events and coordinate outreach events
- Work collaboratively with staff members and stakeholders to identify and pursue avenues for funding support for the Land Trust
- Provide oversight, supervision, and management support to Development Manager and Communications Manager.

#### *Individual Donor Base Cultivation*

- Direct annual fundraising campaign
- Develop and implement effective communication, cultivation, and solicitation strategies
- Provide staff support and information to board-driven fundraising and outreach efforts
- Assure maintenance of consistent relations with multi-year donors
- In conjunction with Executive Director and the board, work to cultivate donors to new levels of giving in order to grow the major donor portfolio
- Plan and implement donor recognition events
- Manage the implementation of the Land Trust's annual gala ("Fest"), Conservation Breakfast, and other fundraising activities and events

#### **Other Duties:**

- Collaborate with other staff regarding development and outreach efforts
- Interact with and provide information/reports to the Board as needed
- Assist with administrative and office responsibilities as needed
- Other duties as assigned by Executive Director

#### **Qualifications:**

- A minimum of a Bachelor's Degree in a related field; advanced degree preferred
- Five plus years of experience in donor development and community relationship building; at least two years in a leadership capacity with demonstrated skills in management and supervision
- Demonstrated effective skills in planning, organizing, and implementing fundraising programs and engaging effectively with donors and potential donors; minimum of 2 years fundraising to achieve revenue goals of \$750k annually or above
- Proven successful grant writing experience and experience leading a capital campaign
- Working knowledge of fundraising practices and principles
- Extensive knowledge of the Pacific Northwest fundraising landscape
- Demonstrated skills in event coordination
- Strong interpersonal communication skills and ability to engage diplomatically, compellingly, and effectively in public forums and at events when representing Jefferson Land Trust

#### **Core Competencies:**

- Team Player
- Ability to work independently, manage multiple tasks, and meet deadlines
- Excellent management, public speaking, persuasive writing, and interpersonal skills
- Excellent attention to detail and planning, organizational, and problem solving skills

- Fluency with MS Office programs and working knowledge of donor database software, preferably Salesforce

**Physical Requirements:**

- This position requires the ability to use a keyboard, complete written documents, and operate general office equipment including a mail machine and copier
- Ability to lift 15-20 pounds
- Ability to work occasional nights and weekends as needed