



Director of Philanthropy Job Description

Reports to: Executive Director

Operating Budget: \$800,000

Organization:

The Chelan-Douglas Land Trust (CDLT) seeks a **Director of Philanthropy** to help lead a growing and successful land conservation organization in North Central Washington. **The Chelan-Douglas Land Trust** was founded in 1985 and has a current membership base of over 2,000 households. The CDLT has a solid record of community engagement, land protection, and stewardship. We are a non-profit organization that engages communities in conserving, caring for, and accessing the natural lands and waters that sustain North Central Washington. We have a 16-member Board, 20-member Leadership Circle, 14 paid staff and many members and volunteers supporting our work. An enthusiastic and committed board and membership support CDLT with time, money, ideas, and community connections. A \$4 million operating endowment, a \$2.6 million stewardship fund, and a \$1.2 million land conservation opportunity fund are testament to strong community support and our commitment to financial stability. Recent successful capital campaigns include the 2018 \$1.1 million Save Nason Ridge campaign and the \$8.67 million Wenatchee Foothills Campaign (2011- 2013). Our service area includes Chelan and Douglas Counties, with strategic activities at the regional and statewide level. The CDLT is an equal opportunity employer.

Position Summary:

The Director of Philanthropy (DP) oversees all aspects of fundraising for annual operations, special programs, and long-term financial security, including planning, budgeting, implementing and analyzing all fundraising activities. The DP is responsible for growing the major donor program, and ensuring that the organization is donor-centered in all interactions with supporters. The Director of Philanthropy works closely with the Executive Director, Associate Director, Board of Directors, appropriate committees and any fundraising consultants that may be retained. The DP will partner closely with the Executive Director and senior staff to develop and manage the growth of the Chelan-Douglas Land Trust and its strategic response to an ever-increasing demand for the organization's services. Specific duties will be designed in a fashion that takes maximum advantage of individual skill sets and complements the roles of existing staff.

PRIMARY DEVELOPMENT RESPONSIBILITIES

- Prepare a two or three-year **strategic fundraising plan** to ensure CDLT has the resources to accomplish its mission, working with the membership and communications staff.
- Utilize increased staff capacity to **grow the major donor program**:
 - Develop and maintain long-term relationships with existing and prospective major donors.
 - Help donors accomplish their philanthropic goals and ambitions through a relationship with CDLT.
 - Facilitate donor meetings and personal solicitations by Executive Director, Associate Director, Board members and other volunteers.
 - Make direct, face-to-face solicitations.
- Design and implement the **Annual Fall Campaign** and any additional annual appeals.
- Grow the relatively young Legacy Giving and Monthly donor programs.
- Maintain high **membership retention and donor loyalty**.
 - Work closely with membership and communications staff to engage and inspire donors.
 - Continue building a donor-centered approach in all outreach and communications.
 - Continue the successful culture of gratitude throughout the organization.
- **Supervise Donor Relations Assistant**, ensuring accurate and current donor data, gift reporting and acknowledgment, and analysis of fundraising results and donor loyalty.
- Work closely with the **Board of Directors**:
 - Report on fundraising progress throughout the year.
 - Develop and deliver fundraising and donor relations training for the board.
- Research **foundation grant opportunities** and work with Executive Director and other staff to prepare grant applications for operational support.
- Work with Executive Director and the Board to initiate and coordinate capital and other special issue campaigns.
- Represent Chelan-Douglas Land Trust at appropriate functions.

ADDITIONAL, ESSENTIAL DUTIES

Despite its steady growth, Chelan-Douglas Land Trust remains a small, grassroots organization. As such, this position may be required to assume additional duties as directed by the Executive Director to retain and advance the viability of this non-profit organization.

DESIRED QUALIFICATIONS

- Five or more distinguished years in a fundraising or donor management capacity in a private or nonprofit organization or foundation.
- Proven ability to remain focused in the face of pressure, delivering against timelines, and not intimidated by tasks/time limitations.
- Demonstrated ability to build and maintain relationships with a wide array of people from diverse backgrounds.
- Outstanding communication, listening and interpersonal skills.
- Proven ability to work with efficiency, flexibility, and good humor.
- Passionate about the mission and impact of CDLT.
- Ability to exercise tact and diplomacy in organizational settings.
- Self-starter, self-disciplined person with spark, imagination, and creativity.

- Not required, but preference given for local knowledge and connections.

Salary and Benefits:

We offer a competitive salary that is consistent with Land Trust Alliance practices, with excellent benefits, including group medical and dental insurance, travel reimbursement, training opportunities, 30 days of paid holiday and vacation time, and a simple IRA with employer match. The salary range for this position is \$50-70,000 per year for 40 hours per week, depending on qualifications. The successful candidate could also choose to work less than 40 hours per week if desired.

To Apply:

Applications will be reviewed as received until January 1, 2019, or until position is filled. Please send a cover letter, résumé, and answers to the following questions. No more than 200 words per question.

1. Why does conserving our land, our water, and our way of life in North Central Washington matter to you?
2. What experience do you have successfully raising funds or managing fundraising campaigns, and how will your past experience benefit the Chelan-Douglas Land Trust?
3. Why do donors give?
4. Please describe how you approach major donor cultivation.

Mail complete application to:
CDLT Director of Philanthropy Search
18 N Wenatchee Avenue
Wenatchee, WA 98801

Or email to: michelle@cdlandtrust.org