



# WHATCOM

## LAND TRUST

EST. 1984

**Office:** 412 N. Commercial Street, Bellingham, WA 98225

**Salary Range:** \$75,000-90,000

**WA MWA and FLSA Status:** Exempt

**Schedule:** 40 hours per week with occasional nights and weekends

**Benefits:** Include but are not limited to; competitive health benefits, up to 3% retirement match, 11 holidays annually, vacation hours increase with tenure, and a cell phone stipend.

**Posted:** July 18th, 2024. Applications due September 1st, 2024.

**Job Title:** Philanthropy Director

**Department:** Philanthropy

**Reports to:** Executive Director

**WA MWA and FLSA Status:** Exempt

**Start Date:** October 1st, 2024

### **About Whatcom Land Trust:**

Whatcom Land Trust is a nationally accredited non-profit organization with the mission to preserve and protect wildlife habitat, scenic, agricultural and open space lands in Whatcom County for future generations by securing interests in land and promoting land stewardship. Since 1984, the Land Trust has protected over 26,000 acres.

### **Job Summary:**

The Philanthropy Director is responsible for building the resources needed to achieve the Trust's mission, and to plan, develop and oversee organizational philanthropy and fundraising goals, strategies and benchmarks. The primary responsibility of this position is to achieve the short- and long-term fundraising goals by fostering a culture of philanthropy throughout the organization and achieving revenue sufficient to support our growing program and operating needs. This includes annual, major and planned gifts, donor cultivation and stewardship, events and private foundation grant writing for the goal of obtaining individual, foundation and corporate support. The FY25 fundraising goal is at least \$1.05 million in support of the operating budget of \$1.76 million. This position works closely with the Executive Director, Communications & Outreach team, as well as program staff, and engages members of the Board of Directors in meaningful philanthropy.

## Duties and Responsibilities:

- Develop, implement, and evaluate annual and long-range plans to achieve organizational fundraising goals
  - Determine and prioritize comprehensive fundraising strategies
    - Consistently track initiative metrics and evaluate to inform strategies in real-time
  - Identify and manage the resources needed to carry out fundraising goals
  - Develop, manage, track, and evaluate department budgets
    - Analyze past trends, present circumstances, and future projections to create realistic budgets
  - Manage annual giving, planned giving, and other initiatives
  - Lead the staff, board and volunteers to achieve fundraising goals
  
- Foster an organizational culture of philanthropy that values relational over transactional interactions
  - Identify, cultivate, engage, solicit, and thank donors and prospective donors
  - Lead staff and board in managing a portfolio of major gift prospects and donors, ensuring regular and meaningful engagement and follow-up.
  - Incorporate philanthropic framework in strategy, messaging and goals throughout the organization
  - Provide leadership and ongoing support to Board and Staff to be equipped as ambassadors with tools needed to cultivate and engage donors
  - Incorporate non-cash metrics to manage, evaluate, and celebrate our progress in achieving a culture of philanthropy
  
- Lead program Directors to secure private funding for operations and special projects
  - Research and write private foundation and corporate grant proposals and reports; track deliverables and reporting; develop and maintain relationships with program officers.
  - Determine feasibility and funding for capital projects as needed
  
- Collaborate with event planning staff to determine donor cultivation and engagement, business sponsorship, and other philanthropic event needs.
  - Set realistic fundraising goals and outcomes for philanthropy events
  - Review event plans and advise throughout the planning period to maximize goals
  - Oversee other donor cultivation events as needed
  
- Manage Fundraising administration throughout the organization
  - Oversee all donor stewardship activities including donor correspondence
  - Maintain current Philanthropy policies and procedures
  - Provide education and training to staff, volunteers and board members utilizing fundraising best practices, including organizational database management and related tools
  - Supervise and coordinate activities of staff engaged in maintaining donor database and paper and electronic records of contributors and grants; maintain security and quality controls; generate queries, reports, exports and any other collection data as needed.
  - Manage contracts and relationships with external vendors
  - Manage Philanthropy advisory committee, comprised of Board members and community members. Manage ad-hoc advisory committees as needed.

### **Preferred Qualifications and Attributes:**

- Demonstrated major gifts fundraising experience.
- Demonstrated ability to manage donors; support and train staff and board to work with donors.
- Nonprofit organizational experience.
- Ability to discuss land protection projects, assets, and organizational priorities proficiently and identify opportunities for gifts and recognition.
- A collaborative temperament.
- Engaging, articulate, accurate, accessible communications habits in written and oral formats.
- Ability to self-initiate but also to take direction and work as a team.
- Willingness to work some evenings and weekends and increase/decrease monthly work schedule as seasonal activities dictate.
- Discretion, creativity, strategic thinking, innovation, an entrepreneurial bent, integrity, resolve and a hearty sense of humor.

### **Education and experience**

3+ years work experience in a leadership non-profit fundraising role and a related degree OR 5+ years work experience

### **To Apply:**

Email a cover letter, resume, and contact information for three references (at least two work references, one of which needs to be from a direct supervisor) to [officemanager@whatcomlandtrust.org](mailto:officemanager@whatcomlandtrust.org) with "Philanthropy Director Application" in the subject line. We will not contact your references without notifying you prior. Please include in your cover letter a description of your interest in the position, qualifications for the position and relevant experience. Applicants are highly encouraged to include a portfolio including a writing sample and graphic design sample. You may also hand deliver your application if needed. The deadline for applications is September 1st, 2024.

*Whatcom Land Trust is an equal opportunity employer and does not discriminate in hiring based on state or federally protected classifications, including but not limited to race, color, national origin, ancestry, religion, creed, sex, pregnancy, sexual orientation, gender, gender identity, disability, use of trained service animal, honorably discharged veteran or military status, age or genetic information.*