



**Philanthropy Director
Job Description – May 2023**

Location: Bellingham, WA
Position Type: Full time
Salary Range: \$60,000-\$75,000, plus benefits

Overview: Whatcom Land Trust (the Trust) is an accredited, community-based nonprofit organization that works with local landowners and other partners to protect the natural values, lands, and resources important to the Whatcom County community. Since 1984, the Trust has permanently conserved over 24,000 acres of land for wildlife habitat, agriculture, open space, and parks. The primary responsibility of this position is to achieve the fundraising goals of the organization by growing a culture of philanthropy throughout the organization. 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. 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.

Position Summary: In conjunction with the Executive Director, 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. Whatcom Land Trust seeks a skilled and successful team player who brings demonstrated energy and passion for our mission, a successful track record of raising funds in each of the revenue streams listed below, and the willingness and aptitude to work closely with staff, board and community members to attain short and long-term success.

Duties and Responsibilities:

- Develop and implement annual and long-range plans to achieve organizational fundraising goals.
- Help clarify the Trust's needs and build its fundraising capacity.
- Develop a clear and compelling written case for support.
- Identify and manage the resources needed to carry out the fundraising plan.
 - Develop, manage and track fundraising department budget.
 - Manage annual giving, planned giving, and other campaigns.
 - Work with staff, board and volunteers to implement the fundraising plan.
- Identify, cultivate, engage, and solicit prospective donors.
- Create strategies and orchestrate approaches to current and future individual, business partner and foundation supporters/funders.
- Oversee and manage all donor stewardship activities including donor correspondence.
- Research and write private foundation grant proposals and reports; develop and maintain relationships with program officers.

Whatcom Land Trust preserves and protects wildlife habitat, scenic, agricultural and open space lands in Whatcom County for future generations by securing interests in land and promoting land stewardship in partnership with our diverse community.

- Track and report all gifts and pledges by source and purpose. 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 related vendors.
- Oversee and manage fundraising events (business breakfast produced internally; spring gala led by hired consultant).
- Oversee and manage donor cultivation events and property tours.
- Establish needed development policies and procedures.
- Train and motivate staff, volunteers, and board members to support fundraising efforts.
- Support the Executive Director and select board members on meetings with donors and potential donors. Includes preparation of materials and logistics.

In all activities, work at the direction of the Executive Director and in collaboration with Trust staff, committees comprised of staff, board and community members.

Preferred Qualifications and Attributes:

- A minimum of three years' development experience.
- 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.

Salary Range: \$60,000 - \$75,000/yr salary (depending on experience) plus full benefits package.

Please submit your resume and cover letter to: officemanager@whatcomlandtrust.org

No telephone inquiries please. Only candidates selected for an interview will be contacted.

Whatcom Land Trust is an equal opportunity employer that welcomes all applicants and does not discriminate in its hiring practices.