

NORTH OLYMPIC
Land Trust



Farms • Fish • Forests

Development Manager

Founded in 1990, North Olympic Land Trust is a nonprofit conserving the natural areas and working lands that define and sustain the communities of the North Olympic Peninsula. The Land Trust is dedicated to the conservation of open spaces, local food, local resources, healthy watersheds and recreational opportunities. We strive to conserve the farms, fish and forests that improve our community's quality of life.

Position Summary

Based in Port Angeles, Washington, the Development Manager is a permanent full-time exempt position that plans, develops, and oversees the Land Trust's fundraising strategies and programs. This position supports and builds the organizational culture of philanthropy through ensuring achievement of fundraising goals, cultivation of new and existing supporters of the Land Trust mission, and maintenance of the annual and sustaining donor relations program.

The Development Manager reports to the Executive Director and works closely with the Development Committee. The position requires a highly organized, self-motivated, and detail-oriented individual eager to contribute and excel in a dynamic work environment.

Principal Duties and Responsibilities

- Coordinate and facilitate the Land Trust's major donor program for annual, capital and planned giving goals, and move the Land Trust toward the benchmarks established in its strategic plan,
- Oversee mass fundraising efforts (appeal letters, community-wide giving days) with support from the Community Engagement Specialist,
- Act as lead staff for current or potential fundraising events (Conservation Breakfast, Harvest Dinner) in conjunction with and staffing the events' planning committees,
- Prepare North Olympic Land Trust for a future capital campaign,
- Lead the organization's fundraising efforts with private foundations and businesses, acting as the primary grant writer,
- Develop and implement local and regional development strategy, annual plans, and special campaigns (including capital and planned giving),
- Create accurate fundraising reports for the Development Committee and Board of Directors,
- Provide staff support to the Land Trust Development Committee, and
- Collaborate with the Office Manager and Community Engagement Specialist to maintain our Salesforce database and paper records of contributors and grants.

Qualifications

- Passion for the mission of North Olympic Land Trust and the art of authentic relationship-based fundraising,
- A minimum of a Bachelor's Degree in a related field,
- Over 3 years of experience in donor development and community relationship-building, public relations, marketing, or a related field,
- Demonstrated skills in effectively planning, organizing, and implementing fundraising programs and engaging with donors and potential donors; experience with organizations that fundraise over \$250,000 annually,
- Working knowledge of best fundraising practices and principles,
- Knowledge of the Pacific Northwest fundraising landscape,
- Demonstrated skills in fundraising event coordination,
- Strong communication skills and ability to engage diplomatically, compellingly, and effectively while representing the Land Trust,
- Proficiency with computer operations in a Windows environment and Microsoft Word, and experience with managing fundraising database software (preferably Salesforce),
- Ability and willingness to occasionally work non-standard hours for Land Trust events, including evenings and weekends,
- Experience in independently managing multiple tasks and deadlines, and
- Excellent management, public speaking, writing and interpersonal skills.

Physical Work Requirements

The working environment of the Development Manager is primarily in a professional office setting. However, the Development Manager is expected to travel to off-site locations in order to attend meetings and other job-related activities. The office duties are often sedentary and require the ability to use a keyboard, complete written documents, operate general office equipment, and be able to lift 15-20 lbs.

Compensation

Commensurate with experience. Benefits include paid holidays, vacation, sick leave, retirement and health insurance.

How to Apply

Qualified candidates should email their resume and cover letter to opportunities@northolympiclandtrust.org. Please include the words "Development Manager" in the subject line. No faxes or recruiters please.

Open until filled; applicant review will begin on Monday, September 25, 2017.