



Deschutes Land Trust Job Posting

The Deschutes Land Trust is seeking an experienced Development Director to join its dedicated team!

Who We Are:

The Deschutes Land Trust conserves and cares for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come. Since 1995, the Land Trust has protected more than 17,500 acres throughout Central Oregon for future generations. We embrace diversity, equity, and inclusion, and are committed to building a conservation community with diverse backgrounds, cultures, and life experiences. For more information about us, visit deschuteslandtrust.org

What You'll Do:

The Development Director designs and implements strategies to meaningfully engage and solicit support from Five Rivers Society donors, planned giving donors, foundations, and corporations to the organization. This includes establishing systems and creative strategies for donor identification, cultivation, solicitation, tracking, acknowledgement, recognition, events, and donor stewardship. As part of the Land Trust's leadership team, the Development Director assumes an important role in helping to develop the strategic direction and overall management of the organization, while exercising a significant degree of independent decision making within the development department.

Essential Functions:

Management, Organizational Sustainability, Governance

- Participate in the strategic planning and overall management of the Land Trust with the Executive Director and leadership team:
 - Participate in strategic planning, long-range goal setting, and organizational development for the organization.
 - Annually create and implement and manage the development department's detailed goals, strategies, timelines, budgets, and evaluation practices that will engage major donors, foundations and corporations and support the Land Trust's mission.
 - Work with the Land Trust's donor database and supervise development staff in carrying out database management.
 - Work with Operations Director to ensure financial systems that adhere to best practices in donor confidentiality and gift processing.
 - Understand fundraising best practices and monitor trends, issues, and regulations that affect fundraising. Ensure the Land Trust is compliant.

- Lead Board members, fundraising volunteers, and staff in implementing the development plan. This includes fostering an understanding of philanthropy and identifying training opportunities for successful fundraising.
- Act as the lead staff member for the Board Fundraising Committee, developing work plans, agendas, and ideas to engage Board and other volunteers in creative ways to help the Land Trust meet its mission.
- As a department head, may be designated as Acting Executive Director while Executive Director is away.

Five Rivers Society Program

- Oversee and grow Five Rivers Society fundraising program to engage and elicit support from donors at \$1000+ annual giving levels:
 - Grow membership in Five Rivers Society through strategic solicitation, events and board supported outreach.
 - Coordinate with the Outreach Department in development and implementation of strategies, to convert general members to Five Rivers Society.
 - Collaborate with Outreach Department to create solicitation materials.
 - Collaborate with Outreach Department to manage current and prospective donor lists, segmentation, list procurement, and ensure accuracy of data.
 - Track return on investment, evaluate overall program effectiveness, report to staff and board, and make adjustments as needed.
 - Works closely with Executive Director to solicit gifts from donors and donor prospects to meet organizational funding needs.
 - Meet with donors and discuss Land Trust programs and activities while listening for opportunities for gifts of assets or other non-cash gifts, such as planned gifts.
 - Motivate, train, support, and coordinate Board members, fundraising volunteers, and staff to help implement the development plan.
 - Design, manage and carry out donor cultivation events.
 - Track return on investment, evaluate overall program effectiveness, report to staff and board, and make adjustments as needed.

Planned Giving Program

- Create and implement a Planned Giving Program to engage and elicit support from donors of all levels.
 - Implement strategies for planned giving donor identification, cultivation, solicitation, and stewardship.
 - Work closely with Executive Director to solicit planned gifts and provide stewardship of donors who have already committed to such gifts, including documentation of donor intent and interests.

- Work with attorneys and financial advisors as needed to build awareness about the Land Trust and planned giving opportunities.
- Coordinate and carry out planned giving donor cultivation and recognition events.
- Track return on investment, evaluate overall program effectiveness, report to staff and board, and make adjustments as needed.

Foundation, Corporate, Community Relations

- Build relationships with foundation, corporate and other community stakeholders to advance the mission and fundraising goals of the organization:
 - Create and manage multi-year grant strategy that helps fund the organization’s operating budget and help meet development plan goals.
 - Oversee Development Associate’s role in monitoring grants tracking and reporting requirements.
 - In close coordination with the Executive Director, build and maintain relationships with key individual, corporate, and foundation donors.
 - Build positive relationships with all types of community partners, supporters, donors, and other stakeholders.
 - Help identify and recruit prospective Board members, Advisors, and Fundraising Committee volunteers.
 - Strategically serve as a representative of the Land Trust at community events

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

What you Need:

- **Conservation Commitment:** Passion and commitment to the mission, vision, and values of the Deschutes Land Trust.
- **Diversity, Equity, and Inclusion Experience:** Cultural competency skills and demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds. Experience with and commitment to applying diversity, equity and inclusion principles and practices within an organization to programs. Commitment to fostering an inclusive donor community, where people of all identities are represented and feel welcome.
- **Development Experience:** 3 years of fundraising experience with a non-profit organization or educational institution, or a comparable mix of work experience and education. Experience in major gifts fundraising, grant writing, major donor cultivation, solicitation, acknowledgement, planned giving, events and donor stewardship. Experience creating multi-year budgets, revenue and expense forecasts, managing grants, and a familiarity with nonprofit budgeting principles.

- **Collaboration Skills:** Ability to work effectively in a small team environment to develop strategies, set goals, resolve problems, make decisions, and implement plans that help the organization achieve its mission. Ability to establish and maintain positive collaborative working relationships with others both internally and externally.
- **Relationship Building Skills:** Excellent interpersonal skills and ability to build trusting relationships with donors through empathetic and thoughtful listening, a positive attitude, and the sensitivity to the motivations and concerns of donors.
- **Communication Skills:** Proven ability to communicate effectively, tactfully, and diplomatically in writing and in person, including through public speaking, with a diverse community of supporters including volunteers, donors, community-based partners, and Land Trust staff and Board.
- **Organization Skills:** Strong organizational skills with the ability to set priorities, develop work schedules, monitor progress towards goals, supervise, adjust, innovate, and track details, data, information and activities.
- **Technology Skills:** Strong computer skills, including proficiency with current office computer applications, Salesforce and associated fundraising platforms, and Google Suite.

Also helpful, but not required:

- Experience working in natural resources, conservation, or a related field
- Existing relationships with local donors, foundations, and corporations

How to apply

This position will remain open until filled. Applications will be reviewed on a rolling basis. Your application should include the following:

- Cover letter describing your qualifications for and interest in the position.
- Resume
- References (We will contact your references only after you have given us permission.)

Please send your application as an attachment to: info@deschuteslandtrust.org with the words “Development Director” in the subject line.

Please contact Pat Cohen, at the email above if you need an accommodation. All inquiries will be handled confidentially. We will acknowledge receipt of your application via return email and contact you as we proceed further into the recruitment and selection process.

People of color and others from historically underrepresented communities are strongly encouraged to apply. For a complete job description and more information about us, visit www.deschuteslandtrust.org/careers. We appreciate your interest in the Deschutes Land Trust!

Compensation: \$70,00-\$80,000 depending on experience, plus generous benefits.

What's Important to Us:

Our Mission: We conserve and care for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come.

Our Values: Integrity, Diversity, Quality, Collaboration, Adaptability.

Our Vision: We envision a future of strong and healthy natural and human communities—where we work together to conserve and care for the lands that make Central Oregon an incredible place to live, work, and grow.

- With the population of Central Oregon continuing to grow and our climate rapidly warming, we protect the rivers, forests, canyons, meadows, and agricultural lands that Central Oregon will need to thrive for generations to come.
- We conserve lands that are strong and adaptable to the changing climate and that sustain functioning natural systems, abundant native plants and animals, clean air and water, and healthy local communities.
- All people have an opportunity to meaningfully connect with this place, so that together we can build an interconnected community of people committed to protecting and caring for the lands we all love.

What we offer:

The Deschutes Land Trust offers competitive salary and benefits to full-time staff. This includes health insurance, a 403B retirement plan with matched contributions, volunteer time off, 20 paid days off annually to start, and 11 paid holidays annually. The Land Trust offers a flexible work location where employees may work in the office or remotely depending on the requirements of the position.

The Deschutes Land Trust is an equal opportunity employer, and does not discriminate based on race, color, age, sex, sexual orientation, sexual identity or expression, religion, ability, or national origin. **More Information:** www.deschuteslandtrust.org