

Skagit Land Trust
Development Director
Job Description

Background

Skagit Land Trust is a private, non-profit organization dedicated to the conservation of natural and resource lands in Skagit County, Washington. Now twenty years old, the organization pursues its mission through land conservation activities, stewardship of protected lands and community and member events that help to create a community consciousness of conservation. Skagit Land Trust has protected 6200 acres of land and 28 miles of river and marine shoreline.

Position Description

The Development and Communications Director oversees fund raising for annual operations and special projects including major gifts, grants, planned giving, annual giving and special events. The Development and Communications Director reports to the Executive Director and works closely with the Publications and Office Manager, the Development and Outreach Committee and its chair, the Board of Directors and any temporary fundraising staff. Specific duties include:

- Growing and supporting Skagit Land Trust's membership.
- Working with the Executive Director and the Board of Directors to cultivate major gifts and foundation grants.
- Working with an advisory committee to plan and execute Capital Campaigns.
- Overseeing the implementation of the Trust's Planned Giving Program.
- Ensuring the on-going success of special events.
- Coordinate media coverage for all Skagit Land Trust programs, draft all press releases.
- Represent Skagit Land Trust at public events as required.
- Work with the Development Committee and the Publications and Office Manager to maintain/update Skagit Land Trust communication, fundraising and outreach materials.
- Oversee Development and Communications annual planning and budgeting.
- Grow the pool of trained Development and Communication volunteers.
- Act as staff lead on the Development and Communication Committee.
- Other duties, as assigned by the Executive Director.

Qualifications

- Background in fundraising or community outreach required. Experience in managing capital campaigns, grant writing, donor relations, major gifts, and marketing strongly desired. Generalists with expertise or experience in a variety of these areas will be preferred, as will people with experience with non-profits.

- Candidate must possess excellent communication and people skills, be a self-starter, and perform as a team player. An outgoing personality with the ability to meet new people easily and quickly earn confidence is desired.
- A genuine interest and enthusiasm for land conservation.
- Strong written, verbal and interpersonal communication skills. Applicants will be asked to submit a sample of their writing.
- Ability to initiate and follow through on new programs or projects. Applicants must feel comfortable arranging donor meetings and making “asks”.
- Ability to work with and through committees to develop and implement fundraising and outreach programs. Willingness to enlist and work with volunteers.
- Organized.
- Strong proficiency with computers and computer programs required. Must know Microsoft Office Suite. HTML and prior management of web site preferred. Experience with data bases preferred.

Salary/Benefits

This is a 50 to 80% time position depending on candidate qualifications.

Salary is dependent on experience with a benefit package. Skagit Land Trust uses Land Trust Alliance and local comparables to approximate salary ranges. Applications will ideally be received by December 5th but the position will remain open until filled. Submit to Molly Doran, Executive Director, PO Box 1017 Mount Vernon WA 98273. Include a resume, cover letter, three references and a sample of your writing that has been published (fundraising letters are acceptable).
