



## DIRECTOR OF PHILANTHROPY

### Job Description

<b>Location:</b>	Friday Harbor, WA (remote telework options negotiable within San Juan Islands)
<b>Salary:</b>	Commensurate with experience
<b>Benefits:</b>	Benefits include health insurance, 3% match for IRA contributions, generous vacation, 12 days/yr. medical/family leave, and 10 holidays/yr.
<b>Hours:</b>	Full-time: exempt employee
<b>Reports To:</b>	Executive Director
<b>Supervises:</b>	Development program staff
<b>Closing Date:</b>	Position open until filled

**SUMMARY OF POSITION:** This senior staff position advances the land conservation mission of the San Juan Preservation Trust (SJPT) by leading the creation and implementation of all strategic fundraising initiatives. Responsibilities include the oversight and evaluation of annual membership campaigns; major donor and planned giving strategies, including stewardship and recognition; capital campaigns; donor events; and public relations related to development.

This position reports to the Executive Director, supervises other development program staff, and requires considerable interaction with a large volunteer Board of Trustees, a professional staff, SJPT's membership, major donors, and foundation representatives. The Director of Philanthropy is primary staff liaison to the Development Committee.

**ORGANIZATIONAL PROFILE:** The San Juan Preservation Trust ([www.sjpt.org](http://www.sjpt.org)), founded in 1979, is a private, nonprofit, membership-based land trust dedicated to helping people and communities conserve land in the San Juan Islands of Washington State. It was awarded national accredited status by the Land Trust Accreditation Commission in 2012 (and renewed in 2017), joining a prestigious group of only 157 other land trusts (out of 1,700 nationally) to achieve this distinction since the accreditation program was launched in 2008.

Since its founding, the Preservation Trust has permanently protected more than 300 properties, 47 miles of shoreline and 18,000 acres on 20 islands, including land now managed as public parks, nature preserves, wildlife habitats, and working farms and forests.

The Preservation Trust is governed by a volunteer Board of Trustees and staff, and is headquartered on San Juan Island and served by the Washington State Ferry System. Financial support comes from voluntary contributions from some 2,000 private individuals, families, and foundations. The Preservation Trust is not affiliated with any government agency and does not receive tax revenue.

Our **MISSION** is to:

- CONSERVE the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations;
- CARE for the lands and waters under our protection, with our partners;
- CONNECT people to nature, to each other, and to the Preservation Trust.

## **DUTIES AND RESPONSIBILITIES:**

### **Annual Membership Program [20%]**

- Provide strategic leadership for SJPT's annual membership campaign: create annual mail appeal, oversee appeal production, list and solicitor coordination; oversee evaluation of results from each campaign; report results and trends to Executive Director and Board of Trustees.

### **Major Donor Program [15%]**

- Oversee work of Major Gifts Officer, whose responsibility is to cultivate and steward donors of gifts in the 5-, 6- and 7-figure range.
- Cultivate relationships with current and prospective major donors including board trustees, volunteers, individuals from the greater island community, and foundations.
- Implement stewardship and cultivation of Tiptop League members (donors giving \$1,000 or more in unrestricted support annually).
- Create and implement annual menu of events and outings for Tiptop League members.
- Remain informed on the tax benefits of planned giving. Seek education and expertise as needed.

### **Planned Giving Program [15%]**

- Implement SJPT's planned giving program by promoting the Gann Society and properly stewarding Gann Society members.
- Recognize and memorialize donors whose bequests have benefitted SJPT.
- Respond to inquiries from members about planned giving opportunities, and work with donors to ensure their legacy gift intentions to support SJPT are realized.

### **Capital Campaigns [Varies annually; 20-40%]**

- Plan and conduct SJPT's periodic capital campaigns to advance SJPT's strategic goals.
- Create project case statements and budgets, conduct feasibility studies, solicit leadership gifts, manage steering committees, and organize both public and private fundraising efforts.
- Coordinate trustee, staff, and volunteer support in capital campaign efforts.

### **Planning and Administration [20%]**

- Staff and provide support to the Development Committee of the Board of Trustees and other related fundraising working groups or subcommittees.
- Create, implement, and update a comprehensive long-range and short-term SJPT Fundraising Plan.
- Participate in SJPT's annual budgeting process and manage a fundraising program budget.
- Prepare and present an annual report on fundraising activities and progress.
- Oversee work of Development Associate to properly record and acknowledge all gifts in a timely manner.
- Coordinate the efforts of trustees, staff, and volunteers in fundraising, including donor cultivation and solicitation.

- Work with Director of Communications & Outreach on the creation of ongoing external communications (newsletters, articles, videos, etc.) that inspire our donors about the work of SJPT and informs them about how their investments are used, and also on the creation of specific campaign-related communications (print pieces, emails, donor-recognition signage, etc).
- Oversee the maintenance of the SJPT donor database and work with Development Associate to ensure that donor information is filed properly, that data procedures are followed and documented.
- Attend board meetings.
- Participate in senior management and staff meetings.
- Seek out and participate in professional development opportunities.
- Remain informed on legal requirements pertaining to nonprofit fundraising, tax benefits, and other regulations that affect charitable giving.

### **REQUIRED QUALIFICATIONS**

- Master's or Bachelor's Degree in business, nonprofit or related field.
- Five to ten years of progressively responsible fundraising experience.
- CFRE or other fundraising certification preferred.
- High competence in Microsoft Office products and fundraising database software (we use NeonCRM).
- A documented, successful track record of annual, major and planned gift fundraising.
- Proven success asking for (and closing) major gifts, managing and tracking multiple prospects and donors, and building long-term relationships with major donors and foundations.
- Ability to travel and drive an automobile for offsite meetings.

### **KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

- Thorough knowledge and understanding of all areas of fundraising, including annual giving, major, and planned giving.
- Knowledge of fundamental principles of accounting and finance.
- Outstanding interpersonal, communication, and managerial skills.
- Decisive and resourceful, with the sensitivity to gain the support and confidence of the Board of Trustees, Executive Director, advisors, all levels of staff, donors, and broader constituency.
- Demonstrated ability to work independently and as a team member.
- Discretion when dealing with highly sensitive information, and a focus on customer service.
- Highly motivated to set and achieve measurable goals.
- Exceptional and demonstrable writing, public speaking, organization, and public relations skills.
- Strong analytical skills.
- Experience supervising and motivating fundraising staff and volunteers.
- Must be willing to work irregular hours – including some weekends - and to travel frequently between the islands. Some travel to the Seattle area and beyond will also be required.
- Ideal candidate will be familiar with the people, communities and culture of the San Juan Islands.

**Additional Qualifications:** Candidate must be able to thrive within a small nonprofit office environment, possess a strong belief in land conservation, and demonstrate a passion for protecting the San Juan Islands. The demands of this position require that the candidate live on one of the ferry serviced islands within the San Juan Islands.

**How to Apply:**

Please send resume and cover letter to:

Via email:       Laurien@sjpt.org

Via USPS:       San Juan Preservation Trust  
                  c/o Laurie Naylor  
                  PO Box 759  
                  Friday Harbor, WA 98250