



Philanthropy Associate

- Location:** Friday Harbor, WA
- Salary:** \$55,000 - \$65,000 depending on years of experience and qualifications
- Benefits:** Health insurance, 3% matching IRA contributions in next calendar year, 11 paid holidays, generous leave policies and other benefits
- Hours:** 40 hours/week non-exempt salaried position; general work hours Monday-Friday 8:30am-5:00pm with occasional evening and weekend hours. Remote work negotiable within the San Juan Islands
- Reports To:** Director of Philanthropy
- Deadline:** Applications accepted until position filled

Summary

The San Juan Preservation Trust (SJPT) is seeking a Philanthropy Associate to join our organization. The position reports to the Director of Philanthropy and is a critical member of the San Juan Preservation Trust's fund development team. Through direct mail, personal outreach, grant writing, and events, the position is integral to expanding our base of support, feeding the major gift pipeline, and securing legacy gifts. This is a great opportunity to join our growing staff team and help connect our supporters to furthering the Preservation Trust's mission.

Organizational Profile

The San Juan Preservation Trust (www.sjpt.org), founded in 1979, is a private, nonprofit, nationally accredited land trust dedicated to helping people and communities conserve land in the San Juan Archipelago of Washington State.

Together with our landowner partners and members/supporters, the Preservation Trust permanently protects approximately 300 properties, 50 miles of shoreline, 25 miles of trails, and 19,000 acres on 22 islands, including land now managed as public parks, nature preserves, wildlife habitat, and working farms and forests.

The Preservation Trust—a 501(c)(3) nonprofit organization—is governed by a volunteer Board of Directors and currently employs 15 full-time staff and 9 part-time staff. Our headquarters are on San Juan Island, which is served by the Washington State Ferries system. Financial support comes from the voluntary contributions of some 3,000 individuals, families, and private foundations.

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.

Responsibilities

Annual Campaign:

- Provide oversight and direction for annual membership campaign
- Create annual mail appeal
- Review and edit segmented solicitation lists
- Oversee appeal production and mailing
- Assign solicitor activity
- Monitor, analyze and report results and trends to Director of Philanthropy

Individual Giving:

- Manage the identification, cultivation, solicitation, and stewarding of mid-level gift prospects to increase support and feed the major gift pipeline
- Use a moves management model to create and implement engagement and solicitation strategies to advance relationships with donors and potential donors
- Prepare written and oral proposals, case statements, concept/informational materials, endowment agreements and other materials needed to secure gifts
- Conduct prospect research to inform gift solicitation and outreach strategies
- Assist in the timely management of donor records to ensure confidentiality, completeness, accuracy of content, and documentation of contacts with organization representatives
- Work with the philanthropy team to analyze the donor database and develop appropriate processes to effectively leverage data for fundraising purposes

Grant Writing:

- Identify prospective private and family foundation funders
- Prepare letters of inquiry, proposals, and reports
- Create impact reports documenting use of grant funds
- Steward and cultivate foundation donors

Planned Giving:

- Remain informed about planned giving vehicles and tax benefits
- Incorporate planned giving discussions into interactions with donors
- Help to secure new planned giving society members

Events:

- In collaboration with colleagues, create and implement an annual series of appreciation and cultivation events, activities, and outings for donors, and prospective donors
- Develop strategic guest lists designed to aid in moves management, build relationships, and engender greater connection to the organization and its mission

- Engage volunteers to participate and to invite and host guests at events
- Attend events and outings to build relationships between participants and SJPT
- Capture interaction details in donor database

Other duties as assigned

Knowledge, Critical Skills, and Expertise

- Outstanding ability to express oneself clearly and empathetically in all forms of communication, including speaking, writing, one-on-one, and in group settings
- Experience working in a donor-centered manner with a focus on internal and external customer service
- Ability to establish, cultivate and steward strong relationships with donors, volunteers, and community members to build and maintain partnerships with SJPT
- Ability to set priorities, handle multiple assignments and deadlines, and exercise sound judgment, while operating in a flexible and professional manner
- Highly motivated to set and achieve measurable goals
- Strong commitment to respect, value, and contribute to SJPT's commitment to justice, equity, diversity, and inclusion
- Adhere to strict discretion when dealing with confidential and personal information
- Ability to work both independently and as a team member

Required Qualifications

- Documented, progressively responsible fund development experience in individual giving
- Knowledge of development and moves management principles
- Proficiency with Microsoft Office Suite
- Experience and proficiency with a constituent resource management (CRM) donor database

Additional Qualifications

- Ability to work occasional evening and weekend hours as needed
- Familiarity with the people, communities, and culture of the San Juan Islands
- Experience working with volunteers
- Ability 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
- Exhibit a strong work ethic and comfort with collaborative leadership

Location and Travel

The demands of this position require that the candidate reside on one of the four islands served by the Washington State Ferries system (San Juan, Orcas, Lopez, or Shaw) or in the Anacortes, WA area. Remote work within this area negotiable and to be agreed upon in conjunction with the Director of Philanthropy. Regular, reliable transportation required for frequent local travel.

How to Apply

Send resume, cover letter, and how you learned about this position via email to: jobs@sjpt.org.

We recognize that conservation is best advanced by the leadership and contributions of people with diverse backgrounds, experiences, and identities. SJPT encourages individuals from all backgrounds to apply and join our engaged community that is committed to island conservation.

All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. SJPT strives to live our value of respecting and welcoming diversity in all forms, which undoubtedly advances our mission to conserve land, care for land, and connect people with land.