



## PHILANTHROPY DIRECTOR

**Reports To:** Executive Director  
**Manages:** Development Coordinator

**Salary:** \$75,000 - \$90,000 DOE

**Benefits:** Group health insurance; SIMPLE IRA with up to 3% employer match; Generous leave policy including paid personal, parental, medical, and sabbatical; Flexible scheduling; Professional development opportunities. For more information, see the BRLT Benefits Roadmap.

**Status:** 1.0 FTE

**To Apply:** The posting period closes on October 25, 2024. Applications will be reviewed on a rolling basis and qualified applicants will be interviewed throughout the application period. Please send a cover letter and resume to [Kori Anderson](mailto:Kori@bitterrootlandtrust.org), Operations Director at [Kori@bitterrootlandtrust.org](mailto:Kori@bitterrootlandtrust.org).

### Position Overview:

The Philanthropy Director will lead a collaborative, professional team that works to connect our community and beyond to the impactful conservation mission of the Bitter Root Land Trust (BRLT). This position joins a growing full-time staff of 9 and a 13-member Board of Directors. They will work closely with the Development Coordinator, Communications Director, Operations Director, and Executive Director, as well as program staff, and engage volunteers in meaningful philanthropy. The Philanthropy Director is responsible for achieving revenue sufficient to support our growing program and operating needs. This position requires working closely with a team, and a philosophy of philanthropy that fosters donor-centric fundraising throughout the organization.

### Areas of Responsibility:

#### Development (70%)

- Collaborate with the board of directors and lead the Development Committee to create, manage, and implement long-term vision and strategic plans, as well as annual fundraising plans.
- Develop, strategize, and raise funds to support a growing annual operating budget in excess of \$1.4M and occasional programmatic budgets including numerous subset budgets by maintaining and growing diversified funding streams.



- Manage and motivate your direct report, the Development Coordinator, and foster professional development, accountability, communication, and collaboration.
- Identify, cultivate, and steward donor relationships, including a personal portfolio of mid and major donors and orchestrating staff and volunteers' donor pools.
- Develop, manage, and implement strategies and processes for BRLT's major donor program, corporation giving programs, planned giving, foundation giving, capital campaigns, and special project campaigns.
- Design, lead, and manage capital campaigns and other major fundraising initiatives, coordinating efforts across departments, and with external consultants and partners as needed.
- Regularly solicit and secure 4-6 figure gifts.
- Manage development's fast-paced day-to-day operations, including working closely with the Development Coordinator and marketing, communications, and administration to achieve successful fundraising strategies.
- Facilitate and communicate for positive public perception within our community and beyond.
- Establish and maintain strong relationships with diverse key community opinion leaders, including local business leaders, long-time multi-generational Bitterroot Valley families, and stakeholders.
- Develop strong collaborative partnerships with state agencies, foundations, landowners, community groups, and other NGOs.
- Provide board of directors, staff, and committees financial information, training, and mentorship
- Acts independently, responsible, and accountable for fundraising goals and objectives
- Responsible for the organization's culture of gratitude and overall donor recognition.
- Oversee donor data management including analyzing donor trends and data utilizing our current donor software, DonorPerfect.
- Analyze fundraising metrics and data to refine strategy and increase impact.

#### **Grant Writing and Management (15%)**

- Develop an overall short and long-term grant strategy and manage BRLT's annual granting process.
- Responsible for writing and applying to new and existing foundation and partner grants in collaboration with development and program teams.
- Leads the management of a grant calendar, grant applications, and reporting deadlines.
- Assists with project proposals as needed in partnership with Lands and Stewardship Teams.

#### **Planned Giving (15%)**

- Manage the planned giving program that enhances BRLT's sustainability and capacity to diversify programs.
- Annually acknowledge and enhance relationships with donors who make or intend to make planned gifts to BRLT.
- Solicit and coordinate planned gifts in the 5-7 figure range.
- Provide donors with a variety of options including bequests, gifts of securities, real estate, and tangible personal property.
- Coordinate planned giving events to introduce planned giving topics to potential donors, and outside professionals such as realtors, CPAs, financial advisors, etc.

#### **Required Qualifications**

A successful candidate will be dynamic, detail-oriented, self-directed, and dedicated to BRLT's mission.

They will have a history of success in cultivating, soliciting, and closing major gifts from individuals; developing portfolios of individual donors and prospects with major gift potential; and building relationships with donors, businesses, funders, and community members. They will also possess a deep understanding of and experience implementing best practices in philanthropy as well as the ability to see the big picture and translate strategy into targeted goals and actions.

- Passion for and willingness to champion BRLT's core mission both within and outside our community.
- BA/BS in a related field and five years of experience or seven or more years of fundraising experience.
- Knowledge and implementation of best practices for donor-centered fundraising.
- Experience cultivating and securing major gifts and managing comprehensive development programs.
- Exceptional interpersonal skills and demonstrated ability to engage and inspire a diverse range of stakeholders.
- Demonstrated, strong, persuasive written and verbal communication skills.
- Represent the organization and speak publicly about its vision, mission, initiatives, and impact.
- Ability to work effectively as part of a diverse, fast-paced team.
- Proactive self-starter who demonstrates a high level of initiative and a commitment to high-quality work.
- Experience cultivating and developing relationships and community-based partnerships with people of diverse socioeconomic and political backgrounds.
- Detail-oriented and well-organized. Ability to balance and prioritize multiple tasks.
- Experience using Microsoft Office suite of products, donor management software, grant submission portals, and other giving software.
- Experience in grant writing and a proven track record of success.
- Personnel supervision experience including the ability to work collaboratively in a team environment and to lead and motivate staff and volunteers.

#### **Preferred Qualifications**

- Applicants with capital or special campaign experience will be given preference.
- Planned giving program experience.
- Non-profit or mission-driven professional experience.
- Experience working in a rural western community that is culturally and politically diverse.
- Experience with creative fundraising initiatives such as coordinating events, crowdfunding, business partnerships, etc.
- Experience working with a diverse network of volunteers, including an all-volunteer Board of Directors, committee members, and community members.

#### **Working Conditions:**

- Work from office space in Hamilton, with occasional telecommuting options after a 6-month probationary period.
- Ability to work occasional evenings, weekends, or other non-traditional work hours, as needed.
- Occasional day travel throughout Ravalli County for events and meetings.

- This position may include opportunities for overnight travel once or twice a year for professional development.
- Must have a valid driver's license and be willing to drive in winter conditions.

Basic conditions of employment form the fundamental performance requirements for continued employment. All employees are ambassadors of BRLT and are expected to support and fulfill the organization's mission, both in the office and out in the community. All employees, regardless of job title, must demonstrate the following minimum requirements for continued employment. In addition, it is the employee's responsibility to read, understand, and comply with all policies and procedures.

- *Donor Relationships:* Identify key individuals, businesses, foundations, and partner groups to support the work of the land trust.
- *Quality:* Comply with established requirements for job performance methods, procedures, and standards.
- *Professional Conduct:* Comply with established employment policies and practices. Maintain confidentiality of client, member/contributor, and employee information. Accept direction and provide direction cooperatively and positively.
- *Personal Conduct:* Engage in personal conduct that is honest, respectful, courteous, and dignified as well as legal, ethical, dependable, and reliable. Demonstrate appropriate dress and personal hygiene.
- *Competency:* Develop and maintain skills, knowledge, and abilities required for adequate performance of assigned job duties.
- *Group Agreements:* All staff are expected to comply with current group agreements. Willing to work collaboratively in a holistic team environment, attend weekly staff meetings, and actively participate in staff development workshops.

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The Bitter Root Land Trust is an Equal Opportunity Employer

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