#

# **Director of Philanthropy**

 Classification: Full-time, Exempt

Reports to: Executive Director

Date: July 10, 2021

JOB DESCRIPTION

## Summary/Objective

Reporting to and working in close collaboration with the Executive Director (ED), the Director of Philanthropy will design and execute on a comprehensive development strategy for the Truckee Donner Land Trust. The Director of Philanthropy will develop and execute on both capital campaigns and ongoing fundraising efforts and collaborate with strategic partners on capital campaigns. S/he also will partner closely with the TDLT communications team.

## Essential Functions

1. Plan, direct, execute, and supervise all activities relating to the fundraising needs of TDLT to support operations, projects, long-term financial needs, and to advance TDLT’s mission.
2. In collaboration with the ED, board, and staff develop and maintain ongoing relationships with major donors.
3. Create and execute a strategy and annual action plan for a large and growing base of annual individual donors.
4. Develop and implement a planned giving program, working collaboratively with CFO on Planned Giving Program.
5. Updates, manages, and maintains the existing database of donor contact information, donation details, grant lifecycle management and including moves management and grant reporting.
6. Research, identify, cultivate, and solicit private foundations, corporate, and individual donors.
7. Maintain a tracking system for all philanthropic giving including pledges, pledge payments, donations, grants, contributed services and other gifts-in-kind and ensure timely donor acknowledgment, and tax compliant donor receipts.
8. Coordinate with the ED to ensure TDLT compliance with LTA Standard 4 (Fundraising).
9. Develop in coordination with the ED an annual budget for the fundraising program.
10. Collaborate with the Director of Communications & Marketing on the design, content, production, and use of all fundraising materials.
11. Represent TDLT on The Northern Sierra Partnership Development Team.
12. Cultivate donors, prospects and attend events that involve hiking and other physical activities in the surrounding mountains and TDLT properties.

# Competencies

|  |  |  |
| --- | --- | --- |
| Business Acumen | Donor Focus | Relationship Management |
| Communication Proficiency | Leadership | Results Driven |
| Development Expertise | Problem Solving/Analysis | Strategic Thinking |

# Work Environment

This position operates in a professional office environment and routinely attends events and donor cultivation activities involving hiking, skiing, and other physical activities in the surrounding mountains. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

# Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to walk, hike, talk or hear. The employee frequently is required to stand, walk, walk on uneven ground or terrain, use hands to finger, handle or feel; and reach with hands and arms.

# Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday generally between 8:30am to 5:00pm. Schedule varies to accommodate frequent evening and weekend work as may be required to meet job duties.

# Travel

This position requires frequent travel. Most travel is outside the local area and overnight, including overnight travel to the Bay Area and other destinations with existing or potential donors, partners, etc.

# Preferred Education and Experience

Bachelor’s degree in business administration, sales, marketing, sciences, or conservation. Work and/or life experience conducive to donor cultivation and furthering the mission of TDLT. Prior fundraising experience preferred.

# Requirements

Valid Driver’s license and auto insurance

Able to lift 20 lbs.

Able to hike to special events on trails

Effectively respond to changing priorities

# Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**This job description has been approved by all levels of management:

Executive Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_