



## Position Description

**Position Title: Development Director**

**Reports to: Executive Director**

**Status: Full time, exempt**

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

### POSITION SUMMARY

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The Development Director of Greenbelt Land Trust (Greenbelt) is a leader in the organization's philanthropy program, helping to fuel and accelerate Greenbelt's work.

The Director will thrive by providing strong, supportive leadership for the Development staff; directing overall membership growth; securing major gifts; nurturing foundation and agency grant support; and giving voice to the work of the Land Trust within the community. The Director will create, execute and evaluate comprehensive fundraising strategies and tactics that ensure diverse, growing, and sustainable revenue sources to support the Land Trust's mission.

With an operating budget of \$1.3M and 1,500-2,000 members, the Director is coming into an organization that has a dedicated and growing base of donors. The organization is wrapping up a \$7M Comprehensive Campaign and we are excited to be at a point of accelerated conservation and public engagement. The Director is joining a financially stable organization with opportunities to help define the next era of the Land Trust.

The Director is part of the organization's Leadership Team, providing strategic direction and helping to align the Executive Director, Board of Directors and other staff and volunteers in donor retention and solicitation.

The Director will play an instrumental role in helping GLT attend to its growing commitment to equity, diversity, inclusion, and justice in its communications, fundraising and leadership.

### WHO YOU ARE

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The successful candidate will be one who brings a deep commitment to conservation, a passion for fundraising on behalf of mission-driven nonprofits, a strategic mind for philanthropy and emerging development topics, and a gift for nurturing authentic relationships.

The ideal candidate would reflect:

- Optimistic self-starter who can utilize their knowledge of fundraising and development best practices in alignment with Greenbelt's mission and direction to further the organization's goals

- A ‘learning mindset’ with an eagerness to stay abreast of evolving best practices in fundraising and nonprofit leadership, including community-centered fundraising models
- A feeling of being personally fulfilled and energized by being in contact with people, from large to small groups
- A confident leader who is also able to listen and learn from others
- Personal accountability to goals and workplans, and ability to have honest and direct communication with colleagues
- A genuine passion for land conservation

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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- Provide strategic direction for long-range planning to meet GLT’s fundraising goals
- Leads the creation and implementation of the Land Trust’s annual fundraising plan with clear deliverables and milestones for success
- Develop and maintain fundraising budget in partnership with Director of Finance and Executive Director
- Oversee Development program, which includes Outreach and Volunteer staff (current direct supervision includes Membership Manager and Outreach Manager)
- Serve as lead liaison to the Board of Directors and the Development Committee to create a robust and resilient relationship management system and cultivate Board and Committee engagement in donor stewardship and cultivation to achieve our fundraising goals
- Identify, cultivate, and solicit annual and major gifts from individuals, businesses and foundation prospects based on in-person communication, events, written proposals, and effective follow-up
- Oversee the organization’s Planned Giving Program to engage and solicit support from donors
- Provide leadership and vision for the Land Trust’s outreach and communications, working with staff and consultants to ensure that fundraising and marketing materials are cohesive and are directly tied to fundraising goals and workplans
- Participate in foundation grant management, including developing and submitting proposals, establishing stewardship of relationships with funders, and tracking mechanisms
- Participate in regional, state, and national fundraising planning for broader conservation initiatives and partnerships
- Provide leadership in organizational Campaign planning and implementation

## **SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED**

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- A demonstrated commitment to promoting and enhancing diversity and equity in their personal and professional lives
- A minimum 5 years’ work in fundraising
- Experience in major gifts fundraising, annual fundraising work planning, and donor prospecting, solicitation, and cultivation
- Experience using relational databases, such as eTapestry, Raisers Edge, Salesforce
- Experience leading a team or acting as a project manager of a fundraising Campaign
- Experience with communications strategies, tactics and tools

- Demonstrated cultural competence with people of diverse races, ages, genders, abilities and economic backgrounds
- Excellent interpersonal skills and ability to build trusting relationships with donors through thoughtful listening, a positive attitude, and honesty

Also helpful, but not required:

- A current Certified Fundraising Executive (CFRE)
- Experience working for a land trust
- Proficient in inclusive and equitable fundraising practices and fundraising as movement building

## **WORKING CONDITIONS**

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- This position will work from Greenbelt Land Trust's office in Corvallis, Oregon. This position can be hybrid – working from the office and at home, with the expectation of being at least 50% in-office
- This work requires minor physical exertion, but there may be situations that require being outdoors in all weather conditions and uneven terrain
- A valid driver's license and proof of insurance is required
- Some weekend and evening work will be required
- Work is often fast-paced, demanding of time, and requiring attention to multiple projects with deadlines

## **COMPENSATION**

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Salary range is \$75,000-\$90,000.

**We believe great benefits make work better:** Greenbelt Land Trust provides a group health plan, dental, vision, and short and long-term disability benefits, retirement, eleven floating holidays, and 16-hours per month accrued Paid Time Off. Greenbelt invests in employees' professional development and personal growth.

Greenbelt Land Trust is an equal opportunity employer. We believe that a diverse staff of qualified, highly-skilled, and creative individuals is necessary to achieve the vision and mission of the organization. Individuals who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply.

## ABOUT GREENBELT LAND TRUST

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Greenbelt Land Trust's vision is for a **thriving, healthy environment for all** and our work is oriented around three strategic areas: climate resilience, community wellbeing, and social justice. We believe that by protecting and taking care of the lands and waters of the Willamette Valley, we will all be better off. Our air and water will be cleaner, our fish and wildlife more abundant, our working lands more productive, and our communities and families will be healthier. That's the vision that we've been making a reality for 34 years in the Willamette Valley and that has enabled us to permanently protect 4,000 acres (and counting) of native prairies, forests, floodplain habitats, trails and working lands.

Greenbelt is committed to being adaptive and embraces change as a core value. With solid, science-based strategies to guide our work in hand, we also appreciate that the lands, waters, and people of the Willamette Valley are changing, and that success hinges on our ability to be poised to change as well (read Greenbelt's current [Strategic Framework](#)).

Our Values: Values are the tenets that guide our work towards our conservation mission and vision.

- Build relationships with humility
- Embrace change
- Seek root causes
- Be fearless change-makers
- Welcome constructive conflict

Our vision of a thriving, healthy environment for all is inextricably linked to our commitment to diversity, equity, inclusion and justice. We are in this for the long haul, and understand that for meaningful transformation, we must be steadfast, patient, and willing to make mistakes.

Greenbelt Land Trust is an accredited land trust. We are honored to have been listed within the top 100 Best Nonprofits to work for in Oregon.

## HOW TO APPLY

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With 'Development Director' in the subject line, email a cover letter, resume, and contact information for three references. Your cover letter should clearly explain how your skills, experience, and interests fit this position, especially regarding your commitment to Greenbelt's mission and to your demonstrated cultural competence with people of diverse races, ages, genders, abilities and economic backgrounds.

Send to: [jobs@greenbeltlandtrust.org](mailto:jobs@greenbeltlandtrust.org) (applications are only accepted electronically).

**This position will remain open until filled. The first round of application review will begin 3/15/23.**

The **anticipated** selection process:

Review of Resumes: begins March 16

First Round Interviews: March 27-31 \*Interviewees are paid for their time\*

Second Round Interviews: April 3-7 \*Interviewees are paid for their time\*

Reference Checks: April 10-11

Extend Offer: April 11-12