



JOB OPPORTUNITY: Development and Communications Director

The Bainbridge Island Land Trust seeks an experienced, outgoing, and collaborative individual to provide fundraising and communications leadership in support of our mission to *conserve and steward the diverse natural environments of Bainbridge Island for the benefit of all*.

Bainbridge Island lies at the heart of the Puget Sound ecosystem – a region with significant ecological diversity, exceptional beauty, and abundant wildlife. In an area with growing population and development pressures, Bainbridge Island is a place where wildlife habitat, freshwater streams, open spaces, and shorelines form a mosaic of ecological systems where natural diversity and people continue to thrive. For over three decades, the Bainbridge Island Land Trust has played a vital role in conserving areas of ecological significance. The Land Trust's work to protect and restore Bainbridge lands and waters is done to honor past generations, preserve a legacy for future generations, and build a network of protected lands resilient to a changing climate. The Bainbridge Island Land Trust is committed to supporting diversity, equity and inclusion and finding opportunities for all employees to succeed.

The Development and Communications Director oversees the development and communications team and directs fundraising, marketing, and communications functions. This oversight includes major gifts, managing multi-year campaigns, planned giving, membership and outreach, and institutional and foundation giving. The Director is responsible for creating, implementing, and managing the organization's fundraising action plan to meet the Land Trust's fundraising targets.

The Director works to meet the strategic priorities of the Bainbridge Island Land Trust (Land Trust), as outlined in the organizational strategic and conservation plans. The Director leads marketing and community outreach efforts to broaden and deepen the community's understanding of the Bainbridge Island Land Trust's conservation priorities.

The Director applies strategic fundraising principles to develop donor strategies and build strong relationships with Board members, community leaders, and current and prospective donors to raise financial resources from individuals, businesses, government partners, and foundations. The Director works in partnership with the Executive Director, members of the Board of Directors, and the Development

Committee as well as other community members and leaders to annually raise approximately \$3+ million.

This position supervises the Development and Communications Coordinator, Development Associate, and the Senior Philanthropy Advisor.

Responsibility & Scope

- Accountable for meeting the Bainbridge Island Land Trust's fundraising goals and fundraising keeps pace with expected organizational growth.
- Ensures that programmatic commitments, Land Trust policies and procedures, financial standards, and legal requirements are met and managed for ethical compliance.
- Manages a portfolio of middle and major gifts donors, including identification, cultivation, solicitation and stewardship of these donors.
- Partner with other team members to identify and apply for new grant opportunities from private and public sources.
- Oversees the planning, execution, and participation in events, including the annual Preservation Partners Summer Celebration, and all programs involving members and prospective members.
- Maintain record keeping and confidentiality of sensitive information. Oversee gift entry and acknowledgement process for all income and donations and ensure that data entry into the Salesforce database is accurate and timely.
- Provide staff support to Board of Directors to help inform, engage, and evaluate organizational fundraising and outreach goals.
- Provide staff support to the Development Committee and the Board Organizational Development Committee.

The successful applicant will have excellent communication capabilities, be highly organized, and able to work independently in addition to being part of a staff and board team.

REQUIRED QUALIFICATIONS

- Bachelor's degree and six years related experience.
- Experience building and maintaining long-term relationships with all fundraising constituents including major donors, foundations, partners, and corporations.

- Demonstrated experience in written and verbal communication skills, including storytelling.
- Developing and managing annual budgets.
- Experience managing and supervising a team.
- Experience, or training in fundraising principles, practices, and procedures of charitable giving, including planned giving.
- Proficiency in Microsoft Office applications, computer operations, and comfort with communicating via phone, Microsoft Teams, and Zoom (or equivalent).
- Familiarity with Salesforce CRM database software, or a similar platform.

A valid driver's license and background check are required—use of vehicle may be needed at times. Occasional weekend or evening work associated with events or other Land Trust activities will occur.

This is a full-time, salaried position (40 hours/week).
Annual salary range \$67,000-\$75,000.

OPEN UNTIL FILLED.

TO APPLY:

Please send cover letter and resume to:

Kate Kelly, Office Administrator

kate@bi-landtrust.org

The Bainbridge Island Land Trust is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other class protected by applicable federal, state, and local laws.