



JOB OPPORTUNITY: Director of Development

For more than 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 Director of Development (DoD) leads and manages a comprehensive, donor-centered fundraising program to advance the mission of the Bainbridge Island Land Trust (BILT). As a key member of the senior leadership team, the DoD designs and executes multi-year strategies that secure philanthropic support from individuals, foundations, corporations, and public funders (where appropriate) to meet annual operating, capital, and strategic conservation goals.

The DoD oversees all aspects of fundraising; including major gifts, membership and annual giving, planned giving, grants, sponsorships, special campaigns, and fundraising events. The DoD serves as the organization's lead strategist and primary major gift solicitor, in partnership with the Executive Director. This role supervises the Development and Communications team, staffs and partners closely with the Board Development Committee, and fosters a strong culture of philanthropy across the organization.

Key Responsibilities

Fundraising Leadership & Strategy

- Develop and implement an agile, comprehensive, donor-centric annual and multi-year development plan aligned with BILT's strategic priorities.
- Establish and be accountable for annual fundraising goals; monitor progress and adjust strategies as needed.
- Lead all major gifts functions, including prospect identification, research, cultivation, solicitation, stewardship, and reporting.
- Personally carry and actively manage a portfolio of major donors and prospects; conduct ~50% of major donor solicitations, including five-figure and planned gifts.
- Partner with the Executive Director to build and execute strategies for top-tier prospects and principal gift donors.
- Design, oversee, and execute 300+ person fundraising event. (e.g., Preservation Partners Summer Celebration).
- Design and implement a growth-focused Planned Giving strategy.
- Lead strategy and execution of special campaigns, including potential capital or reserve campaigns.
- Oversee institutional fundraising, including grant research, proposal development, submission, reporting, and stewardship, in partnership with program staff where appropriate.

- Strengthen and grow sustaining (monthly) giving and online giving programs.
 - Develop compelling cases for support and ensure clear, consistent fundraising messaging in collaboration with Communications, Conservation, and Stewardship staff.
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Major Gifts & Donor Engagement

- Lead sophisticated, relationship-based solicitations grounded in donor interests and conservation outcomes.
- Oversee and implement a robust moves management system to advance donors from entry-level engagement to gifts at capacity.
- Ensure ongoing donor cultivation and stewardship through personalized engagement plans, recognition, impact reporting, and strategic touchpoints.
- Launch and manage wealth screening processes and integrate findings into portfolio strategy.
- Represent BILT through speaking engagements to community groups, donor gatherings, and public forums to advance philanthropic support.
- Build and steward a defined major donor recognition society or leadership giving circle

Board & Volunteer Leadership

- Staff and lead the Board Development Committee; develop clear annual work plans and accountability structures.
- Engage the Board of Directors in fundraising strategy, personal giving, door-opening, and donor stewardship.
- Prepare clear, data-driven development reports for board meetings.
- Support strategic trustee recruitment with a focus on philanthropic capacity and community influence.

Team Leadership & Management

- Recruit, supervise, mentor, and evaluate Development and Communications team members.
- Establish performance goals, professional development plans, and shared accountability across the team.
- Foster collaboration across departments to integrate donor strategy with conservation priorities.
- Help cultivate a culture of philanthropy organization-wide.
- Oversee and provide feedback on key communications (e.g., press releases, media interviews, newsletters, social media, and public signage).

Systems, Operations & Budget

- Oversee fundraising systems (SalesForce), database integrity, donor segmentation, privacy, and reporting practices.
- Ensure timely gift acknowledgment and stewardship processes.
- Develop and manage the annual Development budget; monitor expenses and revenue projections.
- Analyze fundraising metrics and provide regular progress reports to the Executive Director and the Board.
- Ensure compliance with ethical fundraising standards, including AFP Code of Ethics and all relevant policies and legal requirements.

Community & Organizational Leadership

- Serve as an active member of the senior leadership team, contributing to strategic planning and organizational direction.
 - Bring the voice of donors and trustees into leadership discussions.
 - Build relationships with community stakeholders, professional advisors, and philanthropic partners to advance BILT's mission.
 - Monitor trends in philanthropy and adapt strategies accordingly.
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Required Qualifications

- Bachelor's degree and at least five years of progressive fundraising experience, including three years leading or supervising staff and managing a comprehensive fundraising program.
 - Demonstrated success personally soliciting and closing major and/or planned gifts of \$25,000 or more.
 - Experience designing and executing annual and multi-year fundraising strategies.
 - Experience leading Development Committee or Board fundraising engagement.
 - Background in grant and funder research and institutional fundraising oversight.
 - Experience implementing data-driven portfolio management.
 - Demonstrated ability to build long-term relationships with donors, foundations, and corporations.
 - Financial acumen and experience managing budgets and revenue goals.
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Core Competencies

- Strategic Solicitations – Confident, relational, and outcomes-driven major gift solicitor.
- Ongoing Donor Cultivation & Stewardship – Designs meaningful, long-term engagement pathways.
- Development Committee Leadership – Effectively engages and activates board members in fundraising.
- Public Speaking & Representation – Compelling presenter to small and medium-sized groups.
- Planned Giving Strategy Development – Builds and grows legacy giving programs.
- Fundraising Strategy & Best Practices – Ongoing knowledge of current philanthropic trends and ethical standards.
- Grant & Institutional Funding Oversight – Skilled in funder research, proposal strategy, and compliance.
- Data-Driven Fundraising – Leverages wealth screening, segmentation, and metrics to guide strategy.
- Team Leadership & Coaching – Builds high-performing, collaborative teams.

Skills & Attributes

- Exceptional relationship-builder with high emotional intelligence.
- Clear, persuasive communicator in writing and in person.
- Ethical, discreet, and trustworthy with confidential information.
- Highly organized, detail-oriented, and able to manage multiple priorities.
- Strategic thinker with strong analytical and decision-making skills.
- Flexible and adaptable in a dynamic conservation environment.
- Passionate about land conservation and community-based philanthropy.

This position requires occasional evening and weekend work and the physical ability to pick up and move materials weighing up to 30 pounds. A valid driver's license is required.

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SALARY & BENEFITS

Salary range is \$85,000-\$110,000. This is a position that is expected to work 40 hours per week. Occasional weekend or evening work associated with events or other Land Trust activities will occur.

The Land Trust values work-life balance; its work culture supports and inspires conservation achievement and personal and professional development. Benefits include full coverage of medical, dental, and vision insurance. Additional benefits are offered with tenure, e.g., SIMPLE IRA 3% employee match. Annually, the Land Trust offers 12 paid holidays (including one floating holiday), 12 paid sick days, and 15 paid vacation days, with vacation days increasing at year five of employment.

The position is based out of the Land Trust office on Bainbridge Island. A mutually agreeable flexible work location and schedule are possible for a portion of weekly hours.

TO APPLY:

Please send a cover letter and resume to: Sandy Petersen, Operations Manager, at employment@bi-landtrust.org

POSITION OPEN UNTIL FILLED.

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.

