

Development Director, Lower Nehalem Community Trust – North Oregon Coast
Announced: January 26, 2015 | Deadline: Open Until Filled

Description

Lower Nehalem Community Trust, based in Manzanita on the North Coast of Oregon, seeks an experienced, creative, and results-oriented leader to direct all aspects of our land trust's fundraising initiatives. This is a rare opportunity to pursue meaningful work with an engaged staff, board, and community intent on changing the face of conservation in one of the most beautiful landscapes anywhere.

The Trust emphasizes fundraising campaigns, traditional major gift and foundation philanthropy, as well as membership. An annual fundraising gala and auction in early June also figure prominently. We nurture donor relationships, educate donors about our work and invite their support, while leveraging technology and creating metrics for monitoring progress. Our successful candidate is absolutely passionate about the environment, education, and community.

Organization

Founded in 2002 and serving the Nehalem region of the Oregon Coast in conservation, the Lower Nehalem Community Trust (the Trust) is a growing community-focused, nonprofit land trust led by a full-time executive director with 3.0 FTE staff, plus a community of inspiring volunteers. We have preserved more than 100 acres. Our Alder Creek Farm Natural Area, a 60-acre parcel, includes a native plant nursery, greenhouse and organic community garden, as well as a large barn for education programs and community events. Visit us at <http://www.nehalemtrust.org/>

Position

We seek a 20-hour per week, part-time **Development Director** who will be essential to the Trust's growth and a vital link to donors, funders, and our communities. You will report to our Executive Director and work closely with colleagues, board members, and community volunteers. A recently formed Development Committee will be a close and supportive ally.

Responsibilities

Guided by our [Resource Development Plan](#), the **Development Director** works closely with the Executive Director to set priorities and goals that are realistic and also inspiring:

Fundraising

- Builds donor relationships
- Designs and implements two appeals annually, plus special fundraising campaigns as needed
- Leads small team to select and implement new donor management software
- Manages and expands membership program
- Initiates research projects that accelerate results
- Helps launch planned giving initiative
- Supports coordination of grant writing and reporting

Event Management

- Co-leads planning and execution of major annual June gala and auction
- Working with staff, board, and volunteers, plans and hosts successful outreach and fundraising events, both locally and in Portland and Seattle

Marketing and Communications

- Participates in logo and website redesign projects, plus launch of social networking
- Helps plan and write annual report, biannual newsletter, and monthly e-Bulletin

- Enhances donor acknowledgement communications
- Designs and delivers presentations
- Writes press releases and collateral materials, including website content
- Helps design and develop branded items

Administration

- Staffs and cultivates Development Committee
- Develops and manages fundraising budget and calendar
- Partners closely and strategically with board of directors, supplying them with data-driven reports

Community Engagement

- Helps design and implement volunteer recruitment, management, and tracking strategies
- Assists with efforts to cultivate volunteers: orientation and recognition

Minimum Qualifications

- 5+ years related experience, plus Bachelor's Degree
- Development experience preferred; track record of successful relationship building as well as direct fundraising experience with annual appeals, capital campaigns, major donors, and foundations
- Outstanding communication skills: writing, interpersonal, public speaking, and perceptive listening
- Event management
- Excellent instincts; ease moving among different stakeholder groups; customer service orientation; cultivates spirit of welcome
- Proficient Internet user with good Microsoft Office and CRM/donor management software skills
- Strong organizational skills and attention to detail
- Willingness to learn Google Apps, FileMaker Pro, email marketing, social media, and WordPress
- Valid driver's license

Preferred Qualifications

- Experience coordinating teams and facilitating groups that include volunteers
- Environmental or conservation background
- Comfortable with Apple platform
- Experience with crowdfunding, planned giving, online surveys, and Adobe Creative Suite

Compensation, Benefits & Schedule

This is a part-time (20 hours/week), non-exempt position *to begin immediately*. Compensation is \$20 - \$23 per hour, commensurate with experience, plus a modest healthcare benefit and paid vacation. The **Development Director** is supported by a one-year grant; our goal is to sustain this position beyond the grant period and grow the **Development Director's** role into a fulltime, permanent, exempt position. Until now development functions were the purview of an independent consultant. The **Development Director** is based in our Manzanita office; occasional evening and weekend meetings or events and overnight travel will be required. Work schedule can be flexible, including work-at-home.

To Apply

First-round interviews to begin immediately; no phone calls please. Email the following materials to lnct@nehalemtrust.org with "Development Director" in the subject line:

1. Cover letter & résumé
2. Three professional references who will not be contacted without your prior consent
3. Writing samples (maximum total: 3 pages): annual appeal letter and/or grant proposal excerpts

LNCT is committed to diversity and inclusion; we welcome your interest in joining in us.