



# Job Description

**Job Title:** Advancement Director  
**Salary:** \$90,000 - \$100,000  
**Location:** Vancouver Office  
**Reports To:** Executive Director and Mentor Team  
**Appl. Deadline:** Applications are being reviewed as received and we will begin screening applicants the week of July 16, 2018

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 28 years, Columbia Land Trust has permanently conserved more than 43,000 acres, an area equivalent to eight of Portland's Forest Parks, and has restored thousands of acres for the benefit of both wildlife and local communities. Today, the Land Trust is nationally recognized as a leader in conservation.

In the years ahead, Columbia Land Trust is embarking on a 25-year plan to conserve the lower Columbia's last, best places by blending rigorous science and meaningful collaboration with culturally diverse stakeholders. Our conservation agenda outlines objectives for protecting and restoring wildlife habitat and natural resources across five varied regions, from the wetlands and old-growth forests of the Coast to the sagebrush-steppe of the High Desert and everywhere in between. Core to the conservation agenda is a commitment to supporting a more inclusive and equitable conservation movement, arriving at common ground conservation solutions. Together, we are protecting a future that is thriving, prosperous, and wild.

Columbia Land Trust is an equal opportunity employer and committed to building a diverse workforce. We are [committed to equity](#) as a core organizational value. Women and people of color are strongly encouraged to apply for this position.

## SUMMARY

The Advancement Director is a highly visible, key leadership position within Columbia Land Trust. This engaging professional is responsible for planning and overseeing all fundraising activities on behalf of Columbia Land Trust and also inspires and supervises four highly skilled staff members including: Annual Campaign and Foundations Manager, Leadership Giving Manager, Events Manager, and Database Administrator. The Advancement Director also empowers and supports the Executive Director, Board of Directors and other key volunteers for fundraising.

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## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Primary

- Motivate, train and recruit board members, advisory council members, staff and volunteers for fundraising, cultivation, and solicitation tasks
- Oversee maintenance and implementation of a long-term fundraising plan aligned with the Land Trust's mission, conservation agenda and strategic plan
- Oversee development and execution of annual work plans, budgets, and cash flow projections for all development programs
- Empower and manager all development staff
- Serves as a major gifts and planned giving officer for the Land trust in partnership with the Executive Director and Leadership Giving Manager. This position will have a discrete portfolio of donors and cultivation of these donors will comprise up to 40% of their time.
- Oversee Heritage Circle and Trade Lands programs.
- Serve as a member of the Land Trust staff management team and mentor team.
- Work with the Fundraising and Outreach Committee of the board of directors and executive director to develop strategies to meet aggressive fundraising goals
- Uphold and advance the Land Trust's [equity commitments](#) through organizational development, internal management, and external relationships
- Oversee development of special purpose multi-year fundraising campaigns
- Supports all departments at the Land Trust in issues related to fund development.
- Coordinates and aligns in particular with the Communications Department
- Participate with the management team and Board in the periodic revision of the Strategic Plan and ensure that strategic benchmarks are met

### Supporting Activities and Knowledge

- Represent Columbia Land Trust at various public outreach meetings and forums and communicate a broad vision of land conservation.
  - Develop knowledge on local and national issues related to Columbia Land Trust's mission in order to serve as an effective spokesperson for the organization
  - Engage with culturally diverse groups of stakeholders including donors, volunteers and community partners in a manner that is welcoming and inclusive. Displays excellent communications skills including presentation, persuasion, and negotiation skills required in working with employees and all organization stakeholders and including the ability to communicate effectively and remain calm and courteous under pressure
  - Research and support best practices in all aspects of staff and board fundraising
  - Ensure that systems are in place for effective donor research, and lead generation processes; sophisticated database systems for tracking prospects, pledges, gifts, and grants; gift processing capabilities; donor acknowledgement and recognition programs; and correspondence records
  - Develop and ensure ethical adherence to gift-related policies and procedures as defined by the Association of Fundraising Professionals and the Land Trust Alliance; Follow strict donor confidentiality and security of all donor records
  - Works collaboratively in a team environment with a spirit of cooperation both with the development staff and management team
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## **SUPERVISORY RESPONSIBILITIES**

Directly supervises four employees. Carries out supervisory responsibilities in accordance with Columbia Land Trust policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Monitor and report on progress, issues corrective action if needed.

Columbia Land Trust's Management Team is organized into two three-person Mentor Teams with fellow Directors. These Mentor Teams provide the venue for annual reviews, quarterly check-ins and monthly or weekly support and/or problem-solving. These Mentor Teams are designed to go beyond the traditional one-on-one supervisor relationship by creating deep, trusting relationships with fellow Management Team members. The Executive Director provides oversight of the Mentor Teams and engages more deeply with individual members of the management team as the need arises.

## **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Must have at least seven years of experience in Development or directing fundraising activities. Applicants are encouraged to describe pertinent personal and professional experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to delegate, as needed. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public, top management, public groups, and/or boards of directors.

## **COMPUTER SKILLS**

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use donor database software. Experience with Blackbaud's Raisers Edge (or equivalent donor data system/CRM). Familiar with database processes, imports, queries and exports to produce detailed and accurate reports for use in research, mailings, analysis, executive reporting. Proficiency with Microsoft Outlook, Word and Excel.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables to make organizational decisions.

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## **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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. This position requires the ability to move and/or lift up to 50 pounds, on occasion. This position requires frequent computer use. Specific vision abilities required by this job include close vision and ability to adjust focus.

## **BENEFITS:**

Columbia Land Trust offers a competitive salary, comprehensive benefits package and a supportive and positive work environment. The Land Trust benefits package includes a generous paid vacation and sick leave. Columbia Land Trust pays 100% of health and dental insurance; voluntary benefits include Section 125/FSA and long-term disability. We also offer a generous match (up to 5% of annual salary) to our retirement (401(K) plan. Employees are allowed to bring well-behaved dogs to work. Healthy, happy staff are an important element to our success and we believe in work life balance.

## **APPLICATION INSTRUCTIONS:**

To apply please email a resume, list of potential references, and a cover letter with relevant experience to [jobs@columbialandtrust.org](mailto:jobs@columbialandtrust.org).

Columbia Land Trust is an Equal Employment Opportunity employer. For more information about us, please visit [www.columbialandtrust.org](http://www.columbialandtrust.org).

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