



Columbia Land Trust

CONSERVING THE NATURE YOU LOVE

Job Title:	Donor Relations Officer
Salary:	\$58,469 - \$64,316
Location:	Vancouver Office
Department:	Advancement
Reports To:	Advancement Director
FLSA Status:	Exempt

Columbia Land Trust is seeking a **Donor Relations Officer** to join its dynamic team.

Columbia Land Trust is an equal opportunity employer and is [committed to equity](#) as a core organizational value. Applicants should be able to demonstrate a commitment to diversity, equity, and inclusion. Diverse communities and communities of color are strongly encouraged to apply.

The **Donor Relations Officer** is a critical member of the Advancement Department who oversees a portfolio of mid-level donors. The Donor Relations Officer will have primary responsibility for leading the organization's annual giving efforts among donors whose cumulative annual gift amounts are in the range of \$250 - \$2,499; with some support responsibilities of our Annual fund and Major gifts campaigns. Set strategy and execute fundraising plans for mid-level donors. Sustain and grow the number and size of mid-level gifts and upgrade donors to our major gift program. The Donor Relations Officer will support major giving efforts of the Executive Director, Advancement Director, and members of the Board of Directors and assist with fundraising events and campaigns.

ESSENTIAL DUTIES

- Decisive and resourceful with the ability to flex with rapid change, as well as anticipate and act quickly on donor gift opportunities; with an enthusiasm for conservation.
- Plan, implement, and manage a mid-level giving campaign, including the development of achievable and measureable goals for revenue among individuals, corporations, and foundations.
- Develops, plans, and executes a donor centered cultivation plan to ensure donors feel appreciated and understand the impact of their giving.
- Cultivate relationships in the mid-level portfolio into value-tiered caseloads.
- Identify challenges and opportunities for growth in mid-level giving, portfolio value, and upgrading from annual fund and to major gifts.
- Communicate by phone, email, meetings, and personal notes to establish the donor's needs relative to the mission of the Land Trust.
- Participate in all events and campaigns which support fundraising objectives.
- Provide strategic support to our annual fund and major gift campaigns.
- Contribute with accuracy to our donor relationship management database.
- Research and support best practices in all aspects of donor centered fundraising.

SUPPORTING ACTIVITIES AND KNOWLEDGE

- 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. 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 mid-level giving.
- 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.
- Work collaboratively in a team environment with a spirit of cooperation with stakeholders across the organization.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and ability required. Applicants are encouraged to describe pertinent personal and professional experience.

- Minimum of three years of highly-successful experience in donor centered fundraising or customer centered sales.
- Decisive and resourceful with the ability to flex with rapid change, as well as anticipate and act quickly on opportunities.
- Ability to inspire trust in others based on demonstrated integrity and intellectual honesty.
- High level of energy and emotional intelligence in working with diverse personalities from different cultures.
- Strong writing and project management skills.
- Excellent project management skills and enthusiasm for collaboration.
- 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, stakeholders, funders, and the general public, top management, public groups, and/or boards of directors.
- Adept at using various applications including spreadsheets, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use of database software. Experience with Blackbaud's Raisers Edge (or equivalent donor data system/DRM or other database experience).
- 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.

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

For consideration, please email your resume, list of potential references, and a cover letter with relevant experience to jobs@columbialandtrust.org. Include “Donor Relations Officer” in the subject line. The position is open until filled. Applications will be reviewed as they are received.

About Columbia Land Trust

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.

Columbia Land Trust recently embarked on a 25-year plan to conserve the lower Columbia's most important places by blending rigorous science and community partnerships. This 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 Range and Estuaries to the sagebrush-steppe of the Columbia Plateau 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 ensuring a future that is thriving, prosperous, and nature-rich. For more information, visit our website at columbialandtrust.org.