



Job Title: Advancement Director
Location: Vancouver, WA
Annual Salary Range: \$94,000 - \$110,000
Reports To: Executive Director
Duration: Full-time, 40 hours per week
FSLA Status: Exempt

Columbia Land Trust is seeking an **Advancement Director** to join its team!

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 31 years, Columbia Land Trust has permanently conserved more than 50,000 acres, an area equivalent to nine 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 is embarking on the second phase of our 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.

We have amazing opportunities before us; the successful applicant to this position will have the opportunity to influence the nature of the Northwest for generations to come and be part of an experienced and skilled 7-person management team (comprised of the Executive Director, Chief of Staff, General Counsel, and Directors of Conservation, Stewardship, Forest Conservation and Advancement), with an average of more than 16 years working for Columbia Land Trust.

Columbia Land Trust is an equal opportunity employer and committed to building a diverse workforce. We currently have 18% of staff representing racially diverse backgrounds and hope this position can continue to add to that growth. We are [committed to equity](#) as a core organizational value. We encourage Black, Indigenous, and People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply for this opportunity.

SUMMARY

The Advancement Director is a key leadership position within Columbia Land Trust who will be responsible for envisioning and overseeing fundraising and communications activities on behalf of the organization. The position provides a critical interface between the Conservation, Advancement and Administrative teams, the Executive Director, and the Board of Directors. The Advancement Director will build and lead a passionate and diverse team to support the implementation of our ambitious conservation strategy. We offer a competitive salary and a generous PTO and benefits package. We also invest in the professional development of our staff and encourage a growth mindset. We are seeking an Advancement Director who will:

- Provide the vision for how to grow our overall fundraising program to achieve our Conservation Agenda, with a particular emphasis on annual fund and individual giving;
- Hire, manage, and lead a diverse team of fundraising, communications, and donor relations staff
- Ensure the execution of strategies to bring the vision to reality;
- Oversee the Advancement Team (which includes Development and Communications) by understanding, engaging and training staff to meet the annual fundraising objectives of Columbia Land Trust.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary

- Provide clear vision, supervisory leadership, and strategic direction for all aspects of Columbia Land Trust's Advancement program, including development, marketing and communications, and donor relations.
- Supervise, engage and lead a professional team including: Development Associate, Database Associate, Communications Manager, Communications Associate and Events Manager.
- Participate in revision of the Conservation Agenda and ensure that strategic benchmarks are met
- Hire and lead Advancement team members to achieve organizational and individual development goals
- Ensure that departments, staff, and board are supported in issues related to fund development
- Uphold and advance our equity commitments
- Lead group and individual tours of Columbia Land Trust properties

Supporting Activities and Knowledge

- Develop knowledge on local and national issues to serve as an effective Land Trust spokesperson
- Engage with culturally diverse staff, donors, and members of the public in a manner that is welcoming and inclusive
- Communicate effectively using presentation, persuasion, and negotiation skills with employees and organization stakeholders
- Research and support best practices in all aspects of staff and board fundraising
- Ensure that systems are in place for effective donor research and cultivation processes; sophisticated database systems for tracking prospects, pledges, gifts, and grants; gift processing capabilities; donor acknowledgement and recognition programs; and correspondence records
- Make use of computer databases to record and track donor information
- Work collaboratively with a spirit of cooperation with the Advancement staff and Management Team
- Work with the Executive Director and Governance chair to assess current and anticipated needs related to board composition; identify and cultivate potential candidates

QUALIFICATIONS

Columbia Land Trust expects applicants will have skills and experience relevant to the work listed above, or with similar work. However, applicants are not expected to have experience in all of these tasks in order to apply for the position. Columbia Land Trust is prepared to support the training necessary to ensure qualified candidates have the skills to safely and effectively accomplish the work. To thrive in this job, the qualified candidate will have the qualifications listed below.

- A background in development or organizational fundraising activities equivalent to 7 years, through either related experience or education/training. Applicants are encouraged to describe pertinent personal and professional experience
- The ability to work collaboratively in a team-based environment.
- The ability to craft multi-year, comprehensive fundraising and communications strategies or plans and to motivate and inspire people at all levels
- The ability to develop systems to track and adjust work plans and budgets as needed

- Intercultural competency, ability to interact with and compel a diverse array of individuals with diplomacy and respect, ability to lead diverse teams, commitment to equity and inclusion
- An interest in, or curiosity about, the nature of the Northwest and a desire to learn new skills and gain knowledge related to conservation
- Proficient written, verbal, and interpersonal communication skills; ability to communicate effectively with colleagues, members of the public, and project partners in a variety of circumstances
- The ability to develop materials to support fundraising appeals.
- Competency with common computer programs, including Microsoft Word and Excel
- An ability to work productively with people from racially and culturally diverse backgrounds
- A commitment to diversity, equity, and inclusion through personal learning, implementing work practices that support equity and inclusion, and willingness to support the Land Trust's equity commitments

SUPERVISORY RESPONSIBILITIES

The Advancement Director will carry 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; creating a positive work environment; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; monitoring and reporting on progress; issuing corrective action, if needed.

PHYSICAL DEMANDS

This job requires frequent computer use. Specific vision abilities required by this job include close vision and ability to adjust focus. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

ORGANIZATIONAL COVID-19 VACCINATION INFORMATION

Columbia Land Trust is requiring its employees to receive the COVID-19 vaccination. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief. Our staff is currently working remotely and we will be evaluating a hybrid in-person/remote model moving forward. Technology and equipment needed to effectively work remotely will be provided.

APPLICATION INSTRUCTIONS

To be considered for the Advancement Director position, please submit a statement of interest and resume to: <https://wvdo-or.hiringthing.com/job/328205/advancement-director-columbia-land-trust>. Please include the following in your statement of interest:

- A description of how your career has led you to this position and this work.
- How has your work within diversity, equity and inclusion influenced your fundraising?

This position is open until November 2, 2021.

Applications will be reviewed as they are received and applicants are strongly encouraged to submit materials as soon as possible.

Columbia Land Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.