

# Staff Position Description

**Title:** Director of National Philanthropy

**Starting Salary Range:** The starting salary range for this position will be in the \$106,300 to \$109,489 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

**Location:** Fully Remote Eligible with the US

**Status:** Full-Time, Exempt

**Application Deadline:** February 2<sup>nd</sup>, 2024

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

**Reports to:** President

## Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore, and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air, and water; thriving people and resilient communities.

## Position Summary:

The Director of National Philanthropy is a new and exciting full-time position for Conservation Legacy. There is an incredible opportunity to elevate both the awareness for the organization and strengthen community support. The individual hired will lead efforts to design and implement a comprehensive national fundraising program including diversifying revenue with a focus on expanding awareness in the community, building partnerships with corporate and foundation prospects, and expanding support amongst individual donors.

The Director of National Philanthropy will serve on the leadership team and develop Conservation Legacy's private fundraising activities nationwide, working nationally, regionally, and locally. This is an excellent opportunity for someone with an entrepreneurial spirit and a demonstrated track record of significantly growing a philanthropy program. The successful candidate will be proactive and creative in the pursuit of new fundraising opportunities and the cultivation of new and existing donor relationships. This is a strategic and tactical position, requiring the ability to set a strategy and implement the work simultaneously.

## Operational Expertise and Management

- Develop and implement a fundraising strategy and annual fundraising plans for Conservation Legacy
- Lead and manage giving campaigns for Conservation Legacy and support programs with specific campaigns as needed
- Develop relationships with foundation and corporate partners
- Makes calls and schedules visits with potential and current donors to nurture their interest in Conservation Legacy programming

- Coordinate database use and management for donor records and acknowledgments
- Oversee gift acceptance
- Work with Conservation Legacy staff to develop and write compelling grant proposals, create grant budgets, and produce grant reports
- Work closely with the communications team to ensure appropriate collection of stories, data and other media to support funder development and stewardship.
- Cultivate and steward existing funders in close partnership with other staff
- Partner with the President and other leaders to identify, cultivate, and solicit individual donors
- Cultivate relationships with the board of directors and support them in identifying and cultivating leads for Conservation Legacy
- Provide fundraising leadership to the Board of Directors, including attending Board meetings, facilitating Board training, identifying prospects, and managing Board giving
- Hire, retain, and train skilled staff
- Serve as a key member of cross-functional teams in alignment with position duties and responsibilities
- Effectively utilize and ensure data integrity for organizational systems including Salesforce, HRIS platform, and other systems as needed.

#### **Organizational Advocacy**

- Successfully engages, leads, and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

**Other “Hats” You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

#### **Qualifications:**

- 10+ years of fund development experience
- Demonstrated experience as a fundraising generalist, with hands-on practice related to institutional giving/grant writing, corporate partnership building, major gifts, annual giving, and fundraising research
- Experience building new relationships in a large region while maintaining deadlines and attaining goals
- Outstanding project management skills, with an ability to work backward from deadlines and adapting to changes in strategy and work plans
- Proficiency in using Microsoft products and fundraising databases
- Willingness to travel nationally
- Prior experience supervising and managing fund development activities remotely and with a nationwide team.
- Ability to develop and mentor others
- Ability to drive a strategic direction

- Ability to build collaborative relationships
- Ability to meet details and use critical thinking skills
- Ability to identify and seek needed information and research
- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver’s License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization’s criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.

**Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*

**Other Competencies Desired for this Position’s Success:** Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

**To Apply:**

1. Send Cover letter and resume to Vanessa Morrison [vmorrison@conservationlegacy.org](mailto:vmorrison@conservationlegacy.org)
2. Cover Letter Must Include:

Subject line includes “Applicant (Your Name)”.

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.*

*We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*