

# Staff Position Description

MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

**Title:** Director of National Philanthropy

**Date:** February 15, 2021

**Reports to:** CEO

**Salary Range:** Grade F, Starting at \$90,000, DOE

**Location:** Based out of any Conservation Legacy office in the Region or remote within service area. **Eastern Region:** Harrisonburg, VA; Chattanooga, TN; Raleigh, NC; Beckley, WV.

**Western Region:** Flagstaff or Tucson, AZ; Durango, CO; Albuquerque, N.M.

**Status:** Full Time, Exempt

**Benefit Eligible:** Full Benefits *per Personnel Policies*

## About Conservation Legacy

Conservation Legacy provides support for local conservation service programs under the leadership of a national organization, delivering high quality programming in communities across the country to produce enduring impact through local action. A team of dedicated staff nationwide helps advance goals of increasing opportunities in conservation, stewardship, national service and workforce development.

## Program Summary:

Conservation Legacy is a nationwide non-profit. The organization's programs engage participants on diverse conservation and community service projects. These projects provide opportunities for personal and professional development and meet the high priority needs of public land managers and community partners. Through the mission of fostering conservation service in support of communities and ecosystems, Conservation Legacy works toward a legacy of healthy lands, air and water; thriving people and resilient communities.

## Position Summary:

The Director of National Philanthropy is a new full-time position for Conservation Legacy. With the re-brand of the organization there is incredible opportunity to elevate both the awareness for the organization and strengthen community support. The position 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 especially major gift prospects.

The Director of National Philanthropy will serve on the leadership team and develop Conservation Legacy's private fundraising activities across the country, working nationally, regionally and locally. This is an excellent opportunity for a person who has 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 both a strategic and tactical position, requiring the ability to set strategy and implement the work simultaneously.

## Essential Responsibilities and Functions:

### Thought

- Create and implement an annual strategic fundraising plan that is aligned with the organization's strategic plan and supports the vision of the organization.
- Develop annual list of prospects and generate expected revenue targets for annual budgeting.
- Cultivate and steward existing funders in close partnership with staff members.
- Provide fundraising leadership to the Board of Directors, including attending Board meetings, facilitating Board trainings, identifying prospects, and managing Board giving.
- Prioritize major gifts and lead the CEO and Board in major donor activities.
- Continue to foster a *culture of philanthropy* amongst staff and Board.
- Serve as an internal resource for staff regionally and locally for philanthropic efforts.
- Facilitate regional working groups for collaboration and sharing of best practices.
- Understand the elements of Conservation Legacy programs and ensure development opportunities align with current strategic and program goals and needs.
- Conduct ongoing analysis of current opportunities at the national and regional level to ensure the organization is well positioned with staffing and resources to take advantage of opportunities.

### Results

- Provide leadership for planning, creating, and executing all fundraising activities including an annual campaign; foundation grants; corporate giving; peer to peer; major donor identification, cultivation, solicitation, acknowledgement, and stewardship.
- Oversee all foundation strategy and implementation including developing foundation prospects, foundation relations, and private grant writing. Work with grant writers to ensure seamless submission and reporting is complete.
- Develop relationships with potential corporate funders.
- Serve as a thought leader on the Leadership Team and other internal teams as needed.
- Work closely with communications team to craft messaging and collect stories and data to support donor communications.

### **Other Duties**

- 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 plan goals.

### **Who Are You?**

- **You are curious and driven.** You are excited by the idea of developing and growing a new position. You are self-motivated, take initiative, and are willing to pitch in and do what it takes in pursuit of the team's goals.
- **You are detail oriented and a big picture thinker.** You have keen attention to detail and a desire to produce high quality work. You are able to manage data in the database while also being able to operate at the 30,000 ft level developing fundraising strategy for the organization.

- **You are a people person.** You are a skilled communicator who enjoys connecting with others, building relationships, and following through.
- **You have at least 10 years of experience in fundraising.** You are an experienced fundraising professional, with a proven ability to successfully create, manage, and lead a strategic fundraising program with annual contributed revenue in excess of \$2 million
- **You are analytical.** You ask good questions and enjoy finding the answers. You are skilled at analyzing data and presenting it in a digestible format for the CEO, staff, board and donors.
- **You are passionate.** Passionate about the issues of conservation, your role, and our impact. That passion energizes you.
- **You invest in people.** You recognize you are part of a whole. You learn from others, teach those around you, and truly care about the people you work with.

### **Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. The ability to drive an organizational vehicle is also required. **Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.**

### **Minimum Qualifications:**

- Bachelor's Degree
- Strong written, verbal and public speaking skills.
- Demonstrated success in securing gifts and developing partnerships with individuals, corporations, and foundations.
- Experience building new relationships in a large geographic area while maintaining deadlines and attaining goals.
- Ability to manage and develop budgets.
- Experience conceptualizing and implementing campaigns.
- Ability to organize time effectively, establish priorities, and manage many tasks simultaneously in a fast-paced environment.
- Must be able to pass all Conservation Legacy's criminal history checks.
- Valid driver's license and insurable driving record.
- Proficiency using Microsoft products and fundraising databases.
- Willingness to travel nationally to regional offices periodically to build relationships and provide trainings
- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 5 years of experience in development directing.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity, cultivate innovation, drive and influence results of oneself and others.
- Ability to keep others, in remote locations, accountable to expectations.

**Preferred Qualifications:**

- Experience leading philanthropic goals of medium to large organization.
- Master Degree

**To Apply:** Send Cover letter and resume to Jennifer Erickson ([at](mailto:JERickson@conservationlegacy.org)JERickson@conservationlegacy.org)  
Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***Provide some examples of your experience working effectively with diverse communities, including those specific to the BIPOC community & 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. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*