



**CONSERVATION  
LANDS  
FOUNDATION**

**TITLE: Development Director**

**LOCATION: Durango, Colorado**

**REPORTS TO: Senior Development Director**

**CLOSING DATE: March 21, 2021**

**GENERAL DESCRIPTION:** *Conservation Lands Foundation (CLF) seeks an organized, driven, experienced, and strong team player as a Development Director to join our small, but mighty Development team based in Durango, Colorado with additional team members in the Bay Area.*

The Conservation Lands Foundation (CLF) is a national non-profit organization headquartered in Durango, Colorado with offices in San Francisco, Santa Fe, Southern California, Las Vegas, Anchorage, and Washington, D.C. The Conservation Lands Foundation was established in 2007 to protect the premier lands and waters under the Bureau of Land Management's (BLM's) jurisdiction – specifically the 36 million acres and 2,400 miles of National Monuments and National Conservation Areas, Wilderness and Wilderness Study Areas, Wild and Scenic Rivers and National Scenic and Historic Trails that make up our National Conservation Lands. ***Our mission is to protect, restore and expand the National Conservation Lands through education, advocacy and partnerships.***

This position will work in close partnership with the Senior Development Director to effectively cultivate key donor relationships and to support the team to build and maintain individual donor relationships and lead the implementation of fundraising tactics. Our ideal candidate will build the capacity of the team in support of a clear vision that includes an annual fundraising goal of \$6 million and a four-year campaign goal of an additional \$10-15 million, related execution strategies, and people management practices. The Development Director will both hold his or her own portfolio of mid-level donors/giving programs as well as support the team in implementing our collective annual strategic fundraising plans. The Development Director will help to supervise a subset of our experienced, talented, and driven team with the understanding that we all pitch in to support each other's work and projects as part of a dynamic, fast-paced organization.

In order for the Conservation Lands Foundation to continue to scale to meet our bold conservation vision and accompanying campaign, it is essential that our funding streams continue to grow. Our development goals include an increase in long-term, unrestricted general operating support funders, growth in foundation grants, growth in individual donors, expansion of corporate sponsors and relationships, and the continued creation of high-functioning systems to support our ambitious growth. This is an exciting opportunity for the right candidate to help implement a large-scale public lands defense and expansion vision.

*This position is based in our headquarters located in Durango, CO. CLF is following all local and state COVID-19 public health guidelines, and Durango-based staff are currently alternating limited occupancy in-office work with telecommuting (subject to change with changing guidelines).*

**Specific Roles Responsibilities:** The Development Director will report to the Senior Development Director and work closely with CLF's leadership. Overall core responsibilities include:

- **Fundraising and Portfolio Management:**

- Work with Senior Director of Development and other solicitors to identify, cultivate, steward and solicit gifts from a portfolio of donors
- Maintain and increase giving from a defined portfolio of donors and/or affinity groups and prospective donors, with a focus on mid-level donors (\$1,000-\$10,000)
- Travel up to 20% to meet individually with key donors and prospective donors and to engage them in our work through partner meetings, outings and multi-day field trips.

\*Please note: Due to COVID-19, the Conservation Lands Foundation is operating on a restricted travel policy with strict precautions and social distancing guidelines. All travel needs to be approved by a manager.

- **Team Coordination and Strategy Execution:**

- Work collaboratively with the Senior Development Director to implement annual fundraising plans, and develop strategies to execute and achieve these goals.
- Update annual fundraising plans, manage development calendar and coordinate across development team members for effective implementation of the annual plan
- Coordinate weekly development team meetings

- **Supervise and mentor the Development Assistant whose primary roles are:**

- Prospect research
- Donor acknowledgement and stewardship (in coordination with the Associate Finance Director)
- Individual/sustainer donor initiatives
- Social media and digital fundraising efforts
- Special events coordination
- Donor trip planning and logistics
- Support other team members in their work as needed.

- **Reporting and Analytical Support:**

- Work with Development Assistant to improve systems for organizing and utilizing all information about past, current, and prospective grants and individual donors, tracking funder and donor relationships, at-a-glance records, and relationship tracking/management tools.

**Qualifications we're looking for:** The successful candidate will be committed to the Conservation Lands Foundation's mission and will have five or more years of previous development experience in a nonprofit environment. Qualifications include:

- Bachelor's degree or equivalent experience
- Strong familiarity with nonprofit fundraising best practices

- Excellent communication, management and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Experience working with Customer Relationship Management (CRM) systems
- Comfortable working in a “team-oriented” environment; high capacity to inspire cooperation and work well with teams
- Ability to “lead up” to the Senior Director and leadership
- Ability to prioritize and organize work assignments; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Experience handling confidential information appropriately
- Commitment to advancing equity, inclusion and diversity within the organization and in the environmental movement
- Passion, idealism, integrity, positive attitude, intellectual curiosity, mission-driven, self-directed and a sense of humor
- MS Office and Google Suites (Excel, Word and PowerPoint)

**Salary Range and benefits:**

\$75,000 - \$80,000 (based on qualifications)

401(k) plan; generous vacation and sick time; health/dental/vision insurance; health and dependent care Flex Spending program; short term disability.

**To Apply:**

Send a cover letter and resume in PDF format with First Name \_ Last Name-Development Director Applicant in the subject line to: [development\\_director@conservationlands.org](mailto:development_director@conservationlands.org)

No phone calls, please.

*The Conservation Lands Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability or status as a U.S. veteran.*

***This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.***