



**Director of Philanthropy
Indian River Land Trust
Vero Beach, FL**

Organizational Overview

Organizational Overview: The mission of the Indian River Land Trust is to protect, improve, provide access to, and promote the preservation of waterways, open spaces, and green places in Indian River County for the benefit of all today and tomorrow.

First established in 1990 to save McKee Botanical Garden, in 2009 the Indian River Land Trust began working to Protect the Land that Protects the Lagoon. The Land Trust continues to promote the conservation of the Indian River Lagoon and areas throughout Indian River County by preserving habitat, protecting the scenic waterfront and providing access for public recreation and education. Protected land provides important public benefits including the opportunity for residents to learn about and enjoy the natural environment and take advantage of our protected lands and waterways to enjoy hiking, boating, fishing, and observing fish and wildlife. *For more information, please visit: www.irlt.org*

Position Summary

The Director of Philanthropy is responsible for implementing and sustaining a diverse and robust fundraising plan to meet the Indian River Land Trust's annual operating budget. This position is also responsible for developing and implementing strategies to support capital fundraising needs, planned giving, building financial reserves, and creating support at all levels with the Board, volunteers, key stakeholders and staff to achieve fundraising goals.

The Director of Philanthropy is responsible for planning and implementing strategies and practices that identify, cultivate, solicit and steward existing and prospective donors. The Director of Philanthropy will adhere to best practices and ensure that proper fundraising policies and procedures are implemented and followed.

Key Position Objectives

In addition to the ongoing job responsibilities, the Director of Philanthropy will be expected to plan for and achieve the following:

- Help maintain and enhance a “Fundraising Culture” throughout IRLT that promotes relationships and opportunities to enhance fundraising efforts with staff, volunteers, board, and the community. Promote an environment that fosters and empowers staff and volunteers to actively participate in the philanthropic process through engagement and managing key relationships.
- Continue to build a donor-centric philosophy with donor trust, an engagement with IRLT, and a consistent understanding of the impact of their investments. The Director of Philanthropy will lead good stewardship practices and personalized cultivation and solicitation.

- Execute a comprehensive philanthropy strategy and annual plan that promotes mission achievement and financial sustainability. Help move IRLT to the forefront of donor and prospective donor’s minds for charitable giving and investment.
- Support the fundraising strategies and goals of the organization through the development, creation and utilization of marketing and promotional efforts that highlight IRLT in the local and national markets.

Position Responsibilities

The Director of Philanthropy oversees the fundraising activities (major gifts, annual campaign, etc.) and community outreach/public relations of the organization and will represent the Land Trust to various external constituencies, including the press and civic organizations. The Director of Philanthropy will develop and oversee annual giving, events, sponsorship, outreach, campaign design, and marketing for the organization, including messaging, printed materials, and public communication. The Director of Philanthropy, together with the Assistant Director of Philanthropy, will work closely with the Executive Director and Board of Directors in implementing these initiatives. Responsible for leading and managing a development and fundraising team, the Director of Philanthropy will promote a positive and collaborative work environment that supports creativity, excellence, and helps build long-term financial sustainability for IRLT.

Principal Duties and Responsibilities

Major duties/responsibilities and estimated percentage of time spent on each:

<u>% Time</u>	<u>Major Duties & Responsibilities</u>
1. 50%	Major gift outreach and fundraising (this will include, over time, planning, implementation and follow-up for capital campaigns and planned giving)
2. 15%	Annual support development and stewardship
3. 15%	Event implementation support
4. 15%	Oversight of marketing and communications (print, digital and social media)
5. 5%	Board and committee support (including Philanthropy Committee)

Position Qualifications

- At least 5 to 7 years of hands-on knowledge and a proven track record in nonprofit fund development and marketing. This will include experience and success in securing major gifts, annual funds, foundation grants, capital gifts, planned gifts, and other diverse sources of funding.
- The new Director of Philanthropy will demonstrate strong leadership and management skills, be a self-starter and results-oriented, and be committed to working collaboratively as part of the Land Trust team. The Director of Philanthropy will be creative and flexible, with the ability to manage time/multiple tasks.
- The Director of Philanthropy must have the ability to build relationships and connect with donors on a professional level and be effective at sharing Land Trust stories in a compelling manner. The Director of Philanthropy should understand, support and advocate for the organization’s mission and vision.
- The Director of Philanthropy must possess strong interpersonal skills, particularly regarding the judgment, discretion, confidentiality, and understanding necessary for dealing effectively with a diverse body of donors, volunteers, and vendors.
- Knowledge and understanding of Raiser’s Edge or similar database program.
- A four-year undergraduate degree in marketing, communications or related field of study.

Cultural Compatibility

The ideal Director of Philanthropy candidate will demonstrate a commitment to and passion for working with a land conservation organization. They will share and support the mission, vision and values of the organization and be willing and able to adapt their personal and professional style as needed to integrate effectively as a leader and contributor to the ongoing growth and success of the organization. They will be a high-energy, positive thinking professional with a self-sustaining, individual motivation, a strong sense of purpose and a belief that they can make a difference.

Professional Competencies

1. Motivation, Passion and Commitment

Puts success of mission as primary driver above own interests; displays passion, vision and commitment; inspires mission dedication and performance excellence in others; articulates vision, provides motivation and mobilizes others; shows persistence/resolve in overcoming obstacles and achieving mission objectives.

2. Leadership

Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions; inspires respect and trust; accepts feedback from others; provides vision/inspiration to peers and subordinates; gives quality recognition to others; displays passion/optimism; mobilizes others.

3. Strategic Thinking

Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and similar organizations in the field; identifies external challenges and opportunities.

4. Problem Solving

Identifies/resolves problems in a timely manner; gathers/analyzes information skillfully; develops alternative solutions; works well in group problem solving; uses reason when dealing with emotional topics.

5. Interpersonal

Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

6. Planning and Organizing

Prioritizes/plans work activities; uses time efficiently; plans for needed resources; sets goals and objectives; organizes/schedules other people and tasks; Develops realistic action plans.

Compensation and Application Deadline

Base starting salary \$110,000 to \$140,000 based upon experience and achievements.

IRLT offers a comprehensive benefits package including:

- Competitive Health and Disability Insurance Package
- Paid time off, including vacation and paid holidays
- Matching 401(K) Plan with up to a 6% organization contribution

The Indian River Land Trust is an equal opportunity employer and will not allow discrimination based upon age, ethnicity, gender, national origin, disability, race, size, religion, or any other status prohibited by law. Interested applicants should submit cover letter and resume to Ken Grudens, Executive Director, at kgrudens@irlt.org. Applications will be accepted on a rolling basis until filled. All applications will be received confidentially.