

## Manager of Philanthropy

### **The Opportunity:**

Do you love nature and believe that we need to protect our natural spaces from the threat of development and resource extraction? Are you passionate about raising funds in support of a cause you care about and helping other people care about it too? Do you want to be part of a dynamic, trailblazing team in the Land Trust movement?

Kawartha Land Trust is looking for an energetic and creative Manager of Philanthropy to manage and execute our fundraising, communications and marketing programs.

You'll have the opportunity to work directly with a motivated Executive Director who is excited to be fully engaged in the fundraising process; a team of support staff who you will recruit and manage; a board of directors, trustees and volunteers who are passionate about land conservation in the Kawarthas; and a talented staff team of dedicated professionals.

The Manager of Philanthropy will be responsible for all revenue generation activities as well as all marketing and communications for KLT. Inspiring your team, you will bring expertise and acumen to our year-round fundraising efforts (including an annual appeal, planned giving, major gifts and grant applications). You will be the primary fundraising officer for KLT and will sit on the management team responsible for executing strategic direction for the organization.

### **You're the ideal candidate if you:**

- Have a history of bringing creativity and best practices to an organization that has ambitious goals, and you can think strategically and execute tactics.
- Enjoy setting big goals and have what it takes to achieve them.
- Are environmentally conscious and interested in preserving the invaluable ecological features that make the Kawarthas a great place to live.
- Are a "can do," solutions-focused problem solver, able to identify issues, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problems.
- Are self-motivated and self-directed and lead by example to motivate and inspire both staff and volunteers to achieve great things while instilling a culture of philanthropy.
- Are collaborative, excited to work with multiple partners and stakeholders and look forward to being part of a multi-disciplinary team and playing a leadership role.
- Understand that leadership includes following as well as leading and learning from those with skills and competencies different than yours.
- Are curious; committed to life-long learning and professional development.

## **A little about us:**

Kawartha Land Trust is at an exciting stage in our development as an organization. We have experienced significant growth over the past 5 years which has seen us transition from a small, bootstrap organization into a professional land trust which protects over 4,000 acres of ecologically sensitive land in the Kawarthas.

A new Executive Director joined KLT in 2019 and a new strategic plan will be completed in early 2020 to lead us into our next phase of growth. We are at a critical time for land conservation in our area and plan for another growth spurt in the next 3-5 years.

For more information about KLT, visit: [www.kawarthalandtrust.org](http://www.kawarthalandtrust.org)

## **Expectations for the Role:**

Thanks for taking the time to learn more about KLT. If you've read this far you must believe you have the skills and characteristics we are looking for to help protect more land in the Kawarthas.

We could list key responsibilities and a percentage breakdown for this role, but if you're familiar with small fundraising shops and small charities, then you know you'll have to do a little bit of everything to fulfill your role. This position is unique in that a large part of KLT's operations focus on securing donations of ecologically sensitive land or interest in those lands. You will be working closely with the Executive Director, the Land Stewardship Manager, the Operations Manager and others to integrate and support this work.

Here is a little more detail to give you a sense of what you'll be doing, though we're sure you know this is not an exhaustive list:

### Philanthropy

- Serve as the functional expert on fundraising best practices, tactics and strategy that will boost fundraising, outreach and donor engagement to realize ambitious fundraising goals. Work closely with the Executive Director to develop, establish and carry out engagement and fundraising program strategies to enhance and grow revenue through a steady stream of current and prospective donors and pursue other funding opportunities such as grants, private foundations, legacy giving and others.
- Conduct prospect identification and research by gathering and analyzing relevant knowledge about individual prospects and donors. Engage the ED and Board members as appropriate to advance high-level, high-impact philanthropic relationships, planning and coordinating their cultivation, proposal and solicitation efforts.
- Cultivate and manage long term relationships with foundations and individual donors at all levels to maximize support for KLT. Solicit new donors by managing a portfolio of current prospects, growing and deepening donor relationships that enable sustainable funding. Engage prospects creatively and effectively and ensure realistic donor goals

are set. Maintain an active schedule of personal visits and initiate one-on-one engagement and solicitation opportunities with donors and new prospects.

- Manage and maintain the donor database, establishing procedures for entering and accessing data and contributions in a timely manner to generate useful information to support fundraising efforts. Assure integrity of the database through regular update and maintenance of records; work with IT support to resolve system problems that may have a significant effect on business operations. Ensure protection of donor file confidentiality. Manage periodic reporting processes, trouble-shooting and auditing data to ensure the smooth transfer of data to Accounting staff. Manage the distribution of data including revenue reports as required.
- Other duties as assigned

### Marketing and Communications

- Review and assess all current marketing and communications activities and implement a strategy for year-round marketing and communications to educate the public on the role of land trusts and why our work matters.
- Ensure all communications are on brand and increase our potential to engage with donors, volunteers and the community.
- Working in collaboration with design professionals, develop and prepare high quality written materials, such as major gift proposals and grant and award submissions. Develop stewardship reports on the use and management of funds, obtaining explicit consent by donors before altering the condition of financial transactions.
- Represent KLT at events including speaking publicly to community groups, cottagers' associations and/or professional organizations. Maintain an active list of engagement opportunities and work with volunteers and staff to maximize our reach.
- Other duties as assigned

### Skills and Qualifications:

You're a professional, and you know what it takes to be successful in this position. But to give you some idea of what we're looking for, we've included some skills and qualifications below.

- At least 5 years of demonstrated fundraising experience, including grant-writing, in a mid-sized organization with a related degree/diploma or equivalent combination of other education and work experience.
- Experience in a supervisory role, motivating staff, the Board and volunteers in the planning and execution of a various fundraising techniques. Experience participating in or leading a transformational campaign is an asset.
- Demonstrated project management skills and excellent organizational skills; effective at managing multiple priorities and deliverables in an ever-changing landscape. Ability to multi-task, manage tight deadlines and thrive in a bustling, fast-paced environment.

- Ability to work flexible hours and accommodate occasional unplanned requests.
- Proficient computer skills including Microsoft Office, CRMS (we use SUMAC but we'd be happy to review that choice with you), social media and web communication tools.
- Valid Ontario drivers licence and reliable access to a car.
- Ontario Pleasure Craft Operators licence or ability to obtain one (training provided if necessary).
- CFRE Designation would be an asset.
- A creative design sense would be an asset.

### **Intrigued? Want to learn more?**

Please send your resume and letter of interest to [jkintare@kawarthalandtrust.org](mailto:jkintare@kawarthalandtrust.org) no later than noon on Tuesday, February 18<sup>th</sup>. This job starts as soon as possible, so applications may be considered as they arrive. All inquiries and applications will be held in strict confidence. KLT offers a comprehensive compensation package including a competitive salary, generous vacation policy and other benefits. Please include your salary expectations in your application.

KLT values diversity and inclusion and encourages applications from all qualified applicants. Accommodations for applicants with disabilities are available upon request for all aspects of the recruitment process. Please note however, that at this time, KLT offices are not wheelchair accessible.

Thank you for your interest in the Kawartha Land Trust. Although we appreciate all applicants taking the time to express their interest in joining the Kawartha Land Trust team, only candidates selected for an interview will be contacted.