



KAWARTHA LAND TRUST

P.O. Box 2338,
1545 Monaghan Rd.
Peterborough, ON K9J 7Y8
705-743-5599
kawarthalandtrust.org

Job Ad – Fund Development Manager

Position: Fund Development Manager

Reports to: Director of People & Operations

Job Type: 1.0 FTE (35 hours per week), Permanent

Compensation: Manager band \$60,000 to 80,000 annualized salary (depending on experience)

Start date: October 16, 2025

Opportunity

KLT's Fund Development Manager is a new position in a growing organization and is responsible for managing day-to-day fundraising activities and deepening funder relationships, while supporting growth of our major gifts program. If you are relationship driven, this is a great opportunity to join our dynamic staff team and help us promote important conservation work.

Overview

Kawartha Land Trust (KLT) is a dynamic land conservation charity with an impressive track record of growth. Our mission is to care for the lands entrusted to us and help others protect the land they love in the Kawarthas. We create nature reserves for future generations by acquiring ecologically important properties and/or interests in properties. We also enhance our stewardship of the land by engaging landowners in land care initiatives through our Partners in Conservation program.

Founded in 2001, KLT protects over 8,100 acres of ecologically diverse lands, some of which include hiking trails that introduce thousands of people to nature in the Kawarthas every year. We have achieved our successes through the work of our dedicated and growing team of donors, volunteers and supporters. Together, we can ensure more natural spaces in the Kawarthas are preserved forever.

KLT works within the Treaty 20 Michi Saagiig Territory and we are dedicated to continuing to create meaningful connections and relationships with First Nations communities in our region as we build upon these connections.

For more information on the Kawartha Land Trust, visit us online at kawarthalandtrust.org and on our social media pages.

Tasks and Responsibilities

Reporting to the Director of People and Operations and working closely with the Executive Director, the Fund Development Manager is responsible for management of annual giving, planned giving and grants to build a steady stream of revenue to support the KLT's programs and services.

The Fund Development Manager will lead donor stewardship and recognition activities and the direct mail and digital fundraising strategy. They will ensure the smooth execution of the development team's operational activities. The successful candidate will be strategic, detail-

oriented, and an effective relationship builder with demonstrated fundraising experience.

Responsibilities may include:

- Actions to support KLT's Mission, Vision, Values and Strategic Plan.
- Take full responsibility and accountability for departmental goals including budget management, health and safety, staff and volunteer management, and compliance with internal and external policy and certification needs.
- Expand the annual giving program plan to increase unrestricted donations to KLT.
- Plan and execute steps for donor identification, cultivation, solicitation and stewardship for unrestricted annual giving.
- Design and manage a comprehensive direct mail program and digital giving strategies regularly analyzing data to refine and increase ROI.
- Maintain accurate records in Salesforce to ensure compliance with recognition and reporting standards, uphold donor confidence, and fulfill organizational commitments.
- Guide end-to-end donor engagement journeys to ensure a consistent and high-quality donor experience.
- Maintain and grow KLT's Pollinator Society (monthly donors), Cedar Stand Society (planned giving donors) and memorial forest giving programs.
- Ensure exceptional celebration and stewardship of KLT's Bedrock Donors (land) and other major donors.
- Oversee grant application, management and reporting across KLT's operations.
- Attend third-party events on behalf of the organization and provide support as required.
- Collaborate with the Finance Department to manage donations and adhere to appropriate recording, receipting and expenditures of gifts.
- Collaborate with the Communications Manager to create and deliver customized communications, impact reports, grant reporting and recognition programs.
- Support the executive team with compelling proposals, briefing notes, and donor materials to help secure transformational funding.
- Collaborate with other teams to align funding opportunities with program priorities.
- Organize/develop collaborative fundraising tools, publications, communications, events, etc. including volunteer and community development for fundraising efforts.
- Other duties as assigned.

Required Skills and Competencies

If you don't meet all of our requirements, but believe your skills and experience are applicable or transferable, we would love to hear from you! We welcome a range of experiences and backgrounds.

- Demonstrated experience managing donor relationships and executing successful stewardship strategies.
- Strong knowledge of CRM, especially Salesforce.

- Proven success in direct mail and digital solicitation strategies.
- Proven experience in grant writing and reporting, and relationship management with funders.
- Understanding of fundraising principles and moves management.
- Excellent people skills with the ability to meaningfully connect with a diverse range of stakeholders.
- Project planning with attention to detail and deadlines.
- Organized, with strong project management and time management skills.
- Analytical, creative and strategic thinking.
- Ability to problem-solve.
- Strong team player and ability to work independently within the team.
- Strong attention to detail and accuracy.
- Ability to work flexible hours and willingness to accommodate occasional unplanned requests during peak periods.
- Proficient computer skills (Microsoft Office Suite, Google Workspace, CRMS (preferably Salesforce))

Desired Level of Education/Knowledge

- 4+ years in progressive fundraising experience, or equivalent experience demonstrating above skills & competencies.
- Working toward, or possess a Fundraising certificate an asset.
- CFRE designation an asset
- Knowledge of the natural world through formal study and/or lived experience would be an asset.

Compensation

- Ability to flex time throughout the week and work in a hybrid remote-work office.
- 10 paid sick days per year.
- Health and Dental benefits after 3 months probation.
- GRSP matching program.
- Professional development opportunities available and encouraged.
- Working in a supportive office with passionate people who care about the environment and their co-workers.

Health and Safety

- Kawartha Land Trust is committed to providing a safe and healthy work environment for all staff.
- Orientation on all relevant health and safety rules and procedures.
- Health & safety training is part of the standard onboarding procedure.

Additional Information

- Must be legally entitled to work according to the relevant provincial/territorial legislation and
- Have a valid G2 license and access to a personal vehicle (mileage will be compensated).
- Must be prepared to work some evenings and weekends.

Application Process

- Your application should include your resume and a cover letter as a single pdf with the following file name format: Last Name, First Name_ KLT Fund Development Manager
- In your cover letter, please include:
 - A summary of why you think the work of Kawartha Land Trust is important, what inspires you, and what you hope to contribute to the role and organization.
 - Addresses how your skills and qualifications relate to the role's tasks and responsibilities.
- **Email your application to info@kawarthalandtrust.org by 12:00 (noon), August 25, 2025, with the subject line "Fund Development Manager".**

Kawartha Land Trust welcomes your interest in this opportunity to make an impact on one of Canada's most outstanding landscapes and engage with a committed community of supporters.

KLT values diversity, equity, 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.

Thank you for your interest in 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.

For more information about Kawartha Land Trust, please visit us at www.kawarthalandtrust.org.