

Job Announcement

The Little Traverse Conservancy (LTC) is a dynamic, thriving, leading, 501 (c) 3 non-profit land trust with the mission to protect the natural diversity and beauty of northern Michigan by preserving significant land and scenic areas, and fostering appreciation and understanding of the environment. Currently celebrating our 50th anniversary, LTC is about to complete a major gift initiative to bring our endowment to \$21 Million. LTC seeks a full-time salaried Director of Development to further build our fundraising program. The Director of Development will benefit from working in partnership with the Executive Director, who is committed to fostering relationships with the Conservancy's prospective donors, especially major donors. The Director of Development will work with the Board of Trustees and other key employees to fund operations, endowment, and major projects in the land protection, education, and stewardship programs.

Benefits include:

- 1) Working in a healthy, motivated, and mission-driven atmosphere.
- 2) Highly competitive compensation.
- 2) Family health insurance plan.
- 3) Paid vacation, sick time, and holidays.
- 4) Generous retirement plan including vested matching.

Application Period: March 1, 2022 until the position is filled following a vigorous review process.

How to Apply: Send cover letter, resume, and contact information for three professional references to:

Kieran Fleming
Executive Director – Little Traverse Conservancy
3264 Powell Road
Harbor Springs, MI 49740

Or via email at: kcfleming@landtrust.org

Little Traverse Conservancy

Position Description:

Director of Development

The Director of Development, working under the Executive Director, oversees the management of the Conservancy's relationships with supporters, especially major donors. The Director works with other key employees to fund operations, endowment, and major projects in the land protection, education, and stewardship programs. They participate in general and major gift fundraising to implement the Conservancy's overall strategic goals.

DUTIES AND RESPONSIBILITIES:

1. Steward existing relationships and build new relationships with current and prospective major donors.
2. Take the lead role in fundraising for strategic goals including endowment, land projects, and major stewardship projects. Develop and steward capital, endowment, special fundraising, planned giving, and other campaigns.
3. Work with the Executive Director, the Board, and fellow staff members to develop the Conservancy's overall strategic approach to philanthropy.
4. Work closely with LTC's CFO/Director of Membership on donor relations, maintenance of the donor database (SalesForce), and relationships that cross over between annual giving and major gifts.
5. Plan, execute, and evaluate development events such as gatherings, field trips with donors, and other fundraising and donor appreciation events.
6. Delegate specific donor relations to the Executive Director and other staff as appropriate, and assist them in the stewardship of those relationships.
7. Develop and build LTC's fundraising program capacity over time to elevate our mission and meet new challenges.
8. Ensure that all gifts are completed in accordance with our procedures and policies and with proper internal and legal review as well as AFP's Donor's Code of Ethics.
9. Ensure all major donors are properly acknowledged and thanked.

QUALIFICATIONS:

1. Passion for the outdoors and LTC's mission.
2. Professional and personal values consistent with LTC's culture (see attached culture document).
3. Sincere desire to learn and understand LTC's land conservation, stewardship, and environmental education priorities.
4. A welcoming and genuine personality with the ability to warmly meet and engage new people from different backgrounds, capacities, and viewpoints.
5. 7-10 years of demonstrated fundraising success, particularly with major gifts fundraising and donor stewardship.
6. Technical understanding of philanthropy such as major gifts, foundations, and planned gifts.
7. Ability to lead and supervise others to implement LTC's relationship building goals.
8. Be a "self-starter" and have the ability to work independently in managing workload and setting priorities. We value a creative and open minded approach to fundraising and strong communication and organizational skills.
9. Willingness to engage donors in traditional settings as well as outdoor activities. Able to work weekends and evenings as needed. Flexibility in working non-traditional hours is valued.

LTC Culture

July 7, 2021

Our culture is the environment we want to work/live in at LTC, the metrics we use to hold ourselves and each other accountable, and how we strive for excellence. This culture is influenced by the core values we share and that leads to a rewarding life and work environment. We believe this culture will lead to the most inspiring and efficient advancement of our mission over the long term.

Therefore, we aspire to act according to these tenets:

1) Act with integrity. Our stated core values of respect, accountability, reliability and honesty are non-negotiable character elements. We expect them of each other, always. These elements form the foundation for trusting and respecting one another. Trust is critical to fostering and maintaining genuine relationships.

2) We strive to be great communicators. Open, transparent communication is key to increasing our opportunities for cooperation and to accelerate our mission through teamwork. It also helps build genuine relationships.

3) We value genuine relationships. Genuine relationships are the foundation of positive work culture. They increase our opportunities to learn from each other because we know we are in an environment where it is safe to express our ideas and opinions. To that end, we start with the assumption of positive intent. We strive to engage each other without judgement, to meet confrontation with grace and minimize our assumptions. We value genuine relationships beyond our inner circle of staff to our Board, volunteers, supporters, and constituents.

4) We want to continuously grow and evolve. To do so, we need to be open, and actively listen to, a diverse spectrum of ideas. To maximize diverse opinions within our relationships we, as individuals, strive to participate in the conversation and encourage the same from everyone who should be appropriately included. These conversations can be difficult, so we start from the point of unconditional compassion and respect for those expressing their views and accept that different opinions/ideas are the spark for learning new ways to look at things. This is how we grow. Creativity blossoms in a room full of diverse viewpoints. Creativity is critical to our efficiency and ability to meet new problems.

5) When it comes to our ego, we place mission above self. Land conservation, stewardship, and environmental education are what we do. We acknowledge that each of us plays a critical role in accomplishing our mission and that none of our goals are met by the actions of one person. We value those who bring passion for our mission, pride in their role and work, and gratitude for every form of support we receive. We are mindful that everything we accomplish

is by the generosity of others. We are intentional with these gifts and do our best to be efficient and fiscally responsible.

6) We are responsible for our actions. In all phases of our work, we are faced with decisions that will have a consequence on our efficiency, our relationships, our liability, and our success. We value a team composed of people willing to be proactive, empowered to make decisions, who know their limits/boundaries, and who have the courage to take responsibility for their decisions. Ideal teammates strive to recognize areas for growth or gaps in their personal and professional lives and seek to improve themselves whenever possible. We support and encourage this journey.

7) We value our history, philosophy, and traditions. LTC has always had a unique way of doing our work and it has brought us to where we are today. We strive to continue with the philosophical approach and traditions that have led to our success. We are grateful for the dedication and wisdom of our predecessors and strive to remove judgment of the decisions they made in a different time and perspective.

8) Balance is good. We want our team to support each other in putting our home lives first and in enjoying activities outside of work that make us happy. Life is now. We want our employees to be proud of their work, passionate, dedicated and loyal. But we also want them to enjoy this work. Humor is welcome here.