



JOB DESCRIPTION: PHILANTHROPY MANAGER

**JUNE 2016
BISHOP, CALIFORNIA**

POSITION SUMMARY

Eastern Sierra Land Trust (ESLT) is looking for the perfect candidate to lead our membership and fundraising programs. The Philanthropy Manager will be responsible for strengthening our membership program and annual fund programs; researching and developing strategies for cultivating new prospects; facilitating the preparation and solicitation of gifts; organizing donor events; enhancing ESLT's current planned giving program; and effective cultivation and appreciation of supporters and donors. The Philanthropy Manager will implement metrics to evaluate fundraising activities to achieve sustainable annual operating fundraising levels of \$550,000 and above.

Responsibilities

The Philanthropy Manager is a strategic partner in all areas of fundraising. He/she is an active and effective individual fundraiser who develops and manages a well-defined strategy for growing donor support to meet current and future operating needs.

Specific Duties

1. Leadership & Strategy:

- Work closely with the Executive Director and Development Committee to develop fundraising strategies, processes, and systems that support organizational development;
- Ensure that fundraising programs are integrated into ESLT's strategic and annual plans, as well as daily decision-making and operations;
- Keep current on all aspects of ESLT's mission, strategic plan, acquisitions, programs, and methods of conservation;
- Keep abreast of tools, laws, legal decisions, legislation, regulations, and other developments affecting non-profit fundraising;

2. Fundraising:

- Craft and execute solicitation and cultivation strategies for current donors, major donors, lapsed donors, and prospects, including: increasing membership and donor engagement through direct mail and events; preparing major donor briefings and setting meetings; ensuring timely and effective follow-up of all solicitations;
- Design and implement ESLT membership, annual fund, and planned giving programs to ensure continued growth and monitor benchmarks for judging its success;
- Secure corporate, foundation, state, and federal grants;
- Assist with the planning and execution of member events that successfully engage existing donors, and public events to recruit new members and build awareness for the organization.

3. Management:

- Create, monitor, and report on fundraising benchmarks; prepare informative fundraising reports for the Executive Director, Development Committee and Board of Directors;



- Ensure the donor database is accurate and appropriately managed; promote best practices, including: list management, prospect research, and timely and appropriate reporting;
 - Work closely with the Communications Director to ensure communications (print, web, and social media) are used as effective fundraising tools.
4. Other duties as needed or directed by the Executive Director.

Experience & Attributes

- A genuine passion for conserving land and enthusiasm for connecting people to land;
- Demonstrated track record of successful fundraising in an environment of similar complexity;
- Demonstrated experience overseeing multiple projects through to success, including meeting financial goals and project deadlines;
- Expertise with computers, Microsoft Word and Excel, Adobe, Google and other organizational tools;
- Genuinely enjoys engaging with donors and the fundraising process;
- Excellent relationship-building skills and agility in building rapport with internal and external stakeholders; ability to build relationships with people in both rural and urban communities;
- Possesses a high degree of emotional intelligence, self-awareness;
- Demonstrates strong problem-solving attributes, including drive, energy, and creativity;
- Enjoys working both as part of a team and individually;
- A Bachelor's degree;
- Enjoys and deploys an appropriate sense of humor.

This position reports to the Executive Director.

Compensation and Benefits

This position is full time and exempt. Salary is commensurate with experience and skills (\$50,000 - \$65,000), with paid leave and health benefits. Some weekend and evening work; some out of town and overnight travel required. Based in Bishop, CA.

Please direct cover letter and résumé to: Kay Ogden, Executive Director, kay@eslt.org

Eastern Sierra Land Trust (ESLT) is located in Bishop, California—known as, “the small town with the big backyard.” Bishop sits in a deep valley, nestled between the majestic Sierra Nevada and White-Inyo Mountain Ranges. People from around the world treasure Bishop and the Eastern Sierra Nevada for many reasons: its awesome vistas, small family farms and ranches, thriving fish and wildlife, nearly-unlimited recreational opportunities, and a rural heritage that harkens back to the days of the great American frontier.

Bishop is renowned for its outdoor recreational opportunities and offers access to world class rock climbing, bouldering, backpacking, hiking, trout fishing, and skiing in the winter (with Mammoth Mountain Ski Area only 40 minutes away). With a population of 8,000 (there are 18,000 residents in Inyo County), Bishop has a local brewery, a summer Farmer's Market, CSAs, organic and local food options, and a robust art community.

At 4,150 ft. above sea level, the natural environment of Bishop is extraordinarily diverse: from the high desert sage and arid climate of the wide-open Owens Valley floor, to an alpine wonderland of pine forest, rushing streams and gorgeous deep-blue lakes surrounded by the mighty mountain peaks of the Eastern Sierra. Bishop also offers quick access to the John Muir Wilderness, Yosemite National Park, Mono Lake Scenic Area, Kings Canyon National Park, Sequoia National Park, and Death Valley National Park. The closest major airports are in Reno, Las Vegas and Los Angeles, with limited air service out of Mammoth Lakes.