



**Employment Opportunity**  
**Associate Director of Advancement**

**Location:** Jackson, Wyoming

**Supervisor:** Director of Advancement & Engagement

**Work Schedule:** Full time

**Salary:** Dependent upon experience

**Deadline for Submitting Applications:** February 9, 2018

**Mission:** To protect and steward the treasured landscapes of Northwest Wyoming

**Position Description/Responsibilities:** The Associate Director of Advancement works directly with the Director of Advancement and Engagement with the primary responsibility of overseeing and managing the major and annual giving programs. The position will provide strategic direction and long-range/short-range planning aimed at securing unrestricted operating contributions and protection gifts, while supporting the broader development goals of the Jackson Hole Land Trust. This includes establishing goals and fundraising strategies, managing volunteer and board engagement, and identification and cultivation of new donor prospects. The position reports to the Director of Advancement and Engagement and will be responsible for managing members of the advancement team.

**The chief responsibilities include:**

- Develop and cultivate annual and major donor relationships with the goal of engaging donors at a higher level, renewing existing annual gifts, and
- Engage, train, supervise and motivate the JHLT board and volunteers; Communicate proactively with volunteers regarding fundraising progress, status of asks, and stewardship opportunities.
- Identify donors who have capacity to make leadership/major gifts to the organization, and coordinate with the Director of Advancement and Engagement on solicitation strategy and schedule.
- Leverage resources to identify and connect with new prospects with the goal of educating and engaging new potential donors; working with the Director of Engagement and Advancement and the Advancement Committee on cultivation strategy and action plan.
- Collaborate with the Director of Advancement and Engagement to ensure the accuracy and timeliness of reports; analyze annual giving results and reports.
- Provide regular reports on results and trends to Director of Advancement and Engagement, JHLT Advancement Committee, and Board.

- Work with the Advancement and Outreach team to plan and execute successful outreach events and donor recognition activities.
- Manage Advancement Team staff; distribute donor portfolio responsibilities and ensure staff are working towards meeting the goals of the team and organization.

**Qualifications and job requirements:**

- Four-year degree required.
- 5+ years of successful experience in cultivating and soliciting high-level donors, managing an annual giving program, and working with non-profit boards.
- Demonstrated organizational and communication skills as well as ability to work with and inspire volunteers and development colleagues.
- Experience with data segmentation and analysis; understanding of fundraising software (preferably Raiser's Edge), gift processing and donor relations
- Open and collaborative style.
- Ability to provide direction and motivation to others through communication, modeling appropriate behavior, optimism, and high achievement.
- Openness to new ideas and their implementation.
- Excellent written and oral communication skills.
- Must be able to exercise good judgment and handle confidential matters with discretion.
- Must be willing to work some weekends and evenings.

This position reports to the Director of Advancement & Engagement.

**\*\* Application: Please send cover letter and application to [jenny@jhlandtrust.org](mailto:jenny@jhlandtrust.org). No phone calls please.**