



Job Title: Donor Relations Officer (Major Gifts Officer)
Location: Vancouver, Washington
Starting Salary: \$90,491-\$100,671 annually
Reports To: Development Director
Duration: Full-Time, 40 hours per week
FSLA Status: Exempt
Application Deadline: February 9, 2025

Columbia Land Trust is seeking an **Donor Relations Officer** to join the team!

About Us

Columbia Land Trust is dedicated to conserving and caring for the vital lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In our first 30 years, Columbia Land Trust has permanently conserved nearly 60,000 acres and restored thousands of acres across our ecologically diverse region, for the benefit of both wildlife and communities. Today, the Land Trust is nationally recognized as a leader in conservation and locally appreciated as part of the communities where we live and work.

At Columbia Land Trust, we often talk about our impact in terms of a science-forward approach to lands, waters, and wildlife. However, just as important is how we work, through building and maintaining strong relationships. We set ambitious, long-term goals that we know are only achievable by living up to our commitments to support more equitable conservation through diverse collaborations and thoughtful land management practices. We strive to ensure that all our employees, colleagues, and partners feel a sense of belonging and that their contributions to achieving our mission are valued. Columbia Land Trust is an equal opportunity employer and committed to building a workforce that fosters this sense of community, appreciates and includes more voices and cultures, inspires conservation achievement, and gives space for personal growth.

Columbia Land Trust's headquarters are located on the historic Fort Vancouver campus near downtown Vancouver, Washington. Additional Land Trust offices are located in Astoria, Oregon, and White Salmon, Washington. This position will be primarily based out of our Vancouver, Washington office. For more information, please visit www.columbialandtrust.org.

Summary

The Donor Relations Officer is a highly visible position at Columbia Land Trust, responsible for securing major and planned gifts. This engaging professional actively manages a donor portfolio, supports our major gift and qualification program, and represents the Land Trust at public events. This position requires at least two days per week in the Vancouver office, with flexibility to work from regional offices or home for the remainder of the time. Occasional longer days or weekends may be required. Candidates must be able to lead tours of up to three miles, sometimes on unpaved or uneven terrain, and stand for long periods of time. Comfort leading events in both urban and rural outdoor spaces, sometimes in inclement weather, is necessary. A valid driver's license is required and selected candidates will be asked to consent to a driving record review.

Essential Duties:

- Serves as a major gift and planned giving officer for the Land Trust, under the leadership of the Development Director.
 - Secures gifts of \$25,000+ and planned gifts, with an annual fundraising goal of \$1 million.
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- Manages and cultivates a discrete portfolio of donors.
- Shares our mission and work to community groups through public presentations.
- Collaborates with the Development Manager on major donor stewardship opportunities.
- Hosts donors on hikes across our region.
- Develops major gift action plans.
- Completes regular database entries to support donor actions and opportunities.
- Connects donors with program team members as part of a cultivation strategy.
- Upholds and advances the Land Trust's equity commitments.
- Engages with culturally diverse groups, including donors, volunteers, and community partners, in a welcoming and inclusive manner.
- Ensures ethical adherence to gift-related policies and procedures as defined by the Association of Fundraising Professionals and the Land Trust Alliance; follows strict donor confidentiality protocol and maintains security of all donor records.
- Performs other duties as assigned.

Qualifications

Columbia Land Trust seeks applicants with skills and experience in some of the listed tasks or similar work. Training will be provided to ensure qualified candidates can safely and effectively perform the job. Accommodation may be available for individuals with disabilities to enable them to fulfill essential job functions.

Required Skills & Experience

The following are representative of the knowledge, skill, and/or ability needed to perform the duties of the job. Some experience with one or more of the following is preferred, with some training available to help build on existing skills to reach the skill level needed. Both professional and personal life experience will be considered.

- At least 5 years of experience in development and a proven track record of securing individual gifts at the \$25k+ level.
- Excellent communication skills including presentation, persuasion, and negotiation skills, as well as the ability to communicate effectively and remain calm and courteous under pressure.
- Strong storytelling and content creation skills for donor proposals or reports.
- Knowledge of best practices for major gift pipeline development.
- Enthusiasm for conservation and for Columbia Land Trust's mission and work.

Preferred Skills and Experience

- Proficiency with Microsoft Office Suite, Adobe, and donor databases (we use Blackbaud NXT).
- Experience engaging in personal and organizational diversity, equity, and inclusion.
- Effective problem-solving skills, adaptability, and strong interpersonal abilities.
- Ability to work collaboratively in a team environment with a spirit of cooperation.

Salary and Benefits:

Columbia Land Trust offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. The full salary range for this position is \$90,491-\$110,851 annually. Based on our internal equity review and candidate's qualifications and experience, the estimated starting salary will be \$90,491-\$100,671 annually.

The Land Trust benefits package includes:

- Paid vacation
- Holidays
- Sick leave
- Health and dental insurance premiums for three-quarter to full-time employees
- Voluntary benefits include Section 125 - FSA and long-term disability
- A match (up to 5% of annual salary) to our 401(K)-retirement plan
- Cell Phone Reimbursement

Application Instructions

To be considered for the Donor Relations Officer position, please email your resume, a cover letter highlighting relevant experience, and a list of three references to **jobs@columbialandtrust.org**.

We will not contact your references without notifying you first. In your cover letter, please include:

- A description of your interest in the position and how your skills and experience align with the role.
- A description of your interest in conservation or what about the natural world inspires you to apply for this position.
- A description of your commitment to and/or experience with diversity, equity, and inclusion.

Mailed applications can be submitted to:

Columbia Land Trust
850 Officers Row
Vancouver, WA 98661
