



**Director of Annual Giving**  
Job Description  
July 2021

**Location:** Jackson, Wyoming

**Supervisor:** Director of Advancement

**Work Schedule:** Full-time

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

**Anticipated Salary Range:** \$55,000-70,000

**Position description:** The Director of Annual Giving will create and execute a comprehensive, year-round fundraising plan for the Jackson Hole Land Trust's Annual Fund, which supports the organization's 2.1M Operating Budget.

**Core Responsibilities:**

- Manage, steward, and solicit portfolio of ~200 major gift donors and prospects
- Identify and steward new major gift prospects annually
- Serve as staff lead for Teton Legacy Society planned giving program; drive strategy and execution
- Plan Annual Fund strategies and appeal schedule, in partnership with Director of Advancement
- Plan Old Bill's Fun Run campaign, in partnership with Director of Advancement
- Serve as project manager for print & digital appeals
- Plan donor stewardship events, outings, and touchpoints, in partnership with Director of Advancement
- Manage reporting and analysis for all solicitations and initiatives, record analysis and make strategy recommendations to team
- Direct portfolio assignments and donor tiering
- Oversee annual database maintenance needs
- Support all fundraising communications initiatives, i.e. Annual Report
- Support annual budgeting process
- Monitor local, regional, and national giving trends and best practices
- Obtain Raiser's Edge certification within one year of hire

**Qualifications and Job Requirements:**

- Genuine enthusiasm for conservation and the mission of the Jackson Hole Land Trust
- 3-5 years of demonstrated success as a frontline fundraiser
- Familiarity with the local philanthropic community
- Excellent working knowledge of software applications including Word, Excel, Outlook, Asana, Slack, and donor databases (Raiser's Edge experience preferred)
- Excellent verbal and written skills, as well as organizational skills, attention to detail, and the ability to be self-motivated and disciplined
- Occasional evening and weekend work required

**To Apply:**

Please submit a cover letter and resume to Jill Callahan at [Jill@jhlandtrust.org](mailto:Jill@jhlandtrust.org). Applications will be accepted through August 4, 2021.

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