Chief Advancement Officer
Job Description

Position: Chief Advancement Officer
Posted: 08/07/20
Position Type: Full-time
Reporting: President & CEO
Direct Reports: Individual Giving Manager, Communications Coordinator
Location: Charleston, SC (Remote from Home)

APPLICATION INSTRUCTIONS
To apply, please email in a single PDF, a cover letter and resume to:
Helen Rogers, Director of Operations: hrogers@lowcountrylandtrust.org

POSITION SUMMARY

In light of COVID-19, we are operating in a remote working situation indefinitely. Interviews for this position will be conducted remotely/virtually.

Lowcountry Land Trust seeks an experienced self-driven philanthropy professional with a passion for nonprofit excellence. The Chief Advancement Officer works closely with the President & CEO and Board of Trustees to chart the strategic direction of the Advancement department and advancement initiatives. Duties include designing and implementing the annual comprehensive fundraising plan, creating and implementing the land trust's strategic communications and marketing plan, managing the Advancement department operations and staff, and serving as a member of the Senior Leadership Team. The Chief Advancement Officer develops and maintains significant relationships with corporate and foundation partners and creates and manages a portfolio of individual major donor prospects, purposefully guiding them to deeper engagement in land trust activities. This position plays a key role in the Land Trust's long-term success by enabling the organization to build, nurture, and maintain strong relationships with the Land Trust's constituent base and supporters.

RESPONSIBILITIES

Philanthropy:
- Develop and implement, in collaboration with the President & CEO and Advancement staff, strategic organizational initiatives to meet revenue goals, cultivate new prospects, and increase overall funding; continuously monitor and refine these initiatives.
- Develop and implement donor stewardship strategies, including managing the Longleaf Society, the organization's major giving and recognized donor program.
- Identify, qualify, cultivate, and solicit major gift prospects for the Land Trust's fundraising priorities and oversee others’ cultivation, solicitation, and stewardship activities, while providing timely reports on activities; manage the organization's overall donor pipeline.
- Oversee the planning, coordination, and implementation of all annual, special, and capital fundraising campaign activities, including events and programs, committee meetings, marketing, and progress reports.
Lowcountry Land Trust – Chief Advancement Officer

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- Manage the direction and coordination of Flourish and Business Leadership Council meetings and relationships, including collaborating with both councils on sponsorships and associated fundraising activities.
- Collaborate with the President & CEO to develop, nurture, and deepen the Land Trust’s business relationships.
- Create and direct the land trust's planned giving program, including preparation of outright and planned gift proposals, development of marketing materials, and reporting.
- Direct the land trust's foundation grant process, including collaboration with a contract grant writer and Conservation staff to submit funding proposals and reports.
- Develop and implement the Advancement team’s strategic work plan and metrics.
- Responsible for the Advancement department’s overall budget.
- Collaborate with the Chief Financial Officer to identify and organize constituent and gift classification, reporting, and overall database optimization.
- Periodically act as a representative of the Land Trust in an official capacity.
- Other pertinent and appropriate duties as assigned.

Marketing & Communications:
- Direct Communications staff in creating and implementing the organization's strategic marketing and communications plan, including an annual editorial calendar for print and digital communications, email marketing, and social media.
- Oversee design, production and distribution of annual reports, newsletters, direct mail, marketing materials, signage and other collateral.
- Oversee the public relations function, including managing contract public/media relations professionals and developing key messages.
- Serve as the Land Trust's chief brand manager, including oversight of the organization's brand voice, visual identity, core messages and brand guidelines.

QUALIFICATIONS

Required:
- Bachelor’s degree from an accredited institution of higher education
- Ten (10) years’ experience in nonprofit fundraising with a thorough knowledge of fundraising principles
- Supervisor experience of a 3+ department and external consultants
- Demonstrated ability to build a culture of philanthropy within an organization
- Strong communication and interpersonal skills, ability to cultivate relationships
- Experience working with Raiser's Edge or comparable donor database for a $5+ million organization
- Proficiency in organizing and prioritizing tasks in a fast-paced environment; manages towards clarity and finds solutions
- Some evening and weekend work is required
- In and out of state travel may be required

Preferred:
- Conservation and/or public agency experience
- Additional higher education or professional certification
- Customer service knowledge
- Additional experience in fundraising, donor relations, and marketing
- Affinity and/or familiarity with land conservation
REMOTE WORK REQUIREMENTS

● Phone (mobile or landline)
● Reliable internet
● Printer (if needed)
● LLT will provide the following:
  ○ Laptop, mouse, keyboard, monitor
  ○ Desk and chair (if needed)
  ○ Office supplies (paper, pens, organizers, stapler, etc.)

BENEFITS

Insurance
● Health Insurance - 100% Employer Paid for Employee
● Dental Insurance – 100% Employer Paid for Employee
● Life Insurance ($10,000)
● Long Term Disability

Financial & Retirement
● 403(b) – 5% Match and Fully Vested

Family & Parenting
● Maternity & Paternity Leave
● Remote Work/Work from Home Day(s)
● Flexible Hours

Paid Time Off
● Unlimited vacation and sick days
● 11 Paid Holidays
● Flexible Summer Schedule

Perks
● Pet Friendly Workplace
● Mobile Phone Reimbursement ($20 per month)
● Health & Wellness Positive Environment

Lowcountry Land Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.