



Development Director

Location: Moscow, Idaho

Reports to: Executive Director

Employment Type: Full-time, Exempt

Organization Overview

Palouse Land Trust (PLT) is a dedicated nonprofit working to preserve the unique landscapes, forests, and waterways of the Palouse region. For nearly three decades, we have collaborated with the community to protect open spaces, agricultural lands, and native ecosystems. Our small but passionate team, along with a dedicated group of volunteers, ensures that both people and wildlife have lasting connections to the land.

Position Summary

The Development Director is responsible for driving the Palouse Land Trust's (PLT) fundraising strategy to sustain and grow its mission. Working closely with the Executive Director and in partnership with the Communications and Development Coordinator, this role will focus on donor cultivation, major gift solicitation, stewardship, grant writing, and expanding the organization's fundraising capacity. The Development Director will also collaborate with staff on event planning, ensuring events are aligned with strategic development goals, while recognizing that all events are a collaborative, team-based effort. This role requires a strategic thinker who can build relationships and inspire support for PLT's mission.

Primary Responsibilities:

Fundraising Strategy and Major Donor Cultivation

- Lead in the development and implementation of a comprehensive fundraising plan that encompasses individual giving, with an emphasis on major gifts, planned giving, grants, and corporate sponsorships.
- Collaborate closely with the team to ensure donor cultivation strategies are effectively executed, leveraging the Communications and Development Coordinator's and ED's deep knowledge of existing donor relationships.
- Maintain and expand relationships with major donors and prospects, including organizing stewardship activities, cultivation events, and personalized engagement strategies.
- Manage a portfolio of donors, developing strategies to cultivate, solicit, and steward major gifts to achieve financial goals.
- Work collaboratively with the Executive Director and Board of Directors on identifying and cultivating relationships with key supporters and funders.

Event Fundraising and Collaborative Planning

- Serve as the strategic lead for fundraising-related goals at events, while actively participating in the collaborative event planning process, ensuring that all team members are aligned in their roles.
- Partner with the Communications and Development Coordinator, who will take the lead on logistical event planning and outreach, to ensure events run smoothly and meet fundraising targets.
- Contribute to the “all hands on deck” approach for event execution, ensuring accountability and coordination across the team.
- Collaborate with the Communications and Development Coordinator to manage post-event follow-up and donor stewardship processes, ensuring continued engagement after events.

Grant Management and Strategic Planning

- Lead efforts to identify and pursue grant opportunities, building and maintaining relationships with key funders.
- Manage PLT’s grants program and oversee the overall grant strategy for the organization, ensuring alignment with PLT’s strategic and operational priorities.
- Take the lead in writing grant proposals and coordinating grant reporting, with the support of the Executive Director and Communications and Development Coordinator as needed.

Donor Engagement & Stewardship

- Cultivate and manage relationships with donors at all levels, creating tailored engagement strategies and personalized stewardship plans that keep supporters connected and committed.
- Utilize moves management strategies to advance relationships, ensuring that cultivation, solicitation, and stewardship efforts are coordinated and effective.
- Collaborate with the Communications and Development Coordinator to create donor communications that inspire continued giving and reflect PLT’s mission and impact.
- Manage donor data and track interactions in the donor management system, ensuring accurate tracking of engagement and timely, thoughtful follow-up.

Collaboration, Team Leadership, and Board Engagement

- Work closely with the team to ensure that all development efforts are cohesive, collaborative, and effectively executed.
- Participate in organizational leadership discussions, contributing to overall strategy and helping to shape the future of PLT’s financial and development efforts.
- Work within PLT’s established collaborative frameworks for event planning, communications, and strategic fundraising, ensuring all efforts align with the organization’s mission and goals.
- Serve as the lead staff liaison to the Development Committee, offering guidance on sector best practices and fundraising trends, while supporting board members in fulfilling their fundraising fiduciary responsibilities.
- Collaborate with the Executive Director to foster a culture of philanthropy, ensuring that board members are empowered and engaged in PLT’s fundraising initiatives

Work Environment & Expectations

- **Collaborative Culture:** As part of a small, mission-driven team, the Development Director will thrive in a collaborative environment built on trust, care, and mutual accountability. A team player is essential.
- **Work-Life Balance:** While PLT values work-life balance, the Development Director will need to work occasional evenings and weekends for events and fundraising activities.
- **Personal Vehicle:** The position requires the use of a personal vehicle for work-related travel, with mileage reimbursed at the federal rate.
- **Office Setting:** Primarily office-based to cultivate a strong team dynamic, with some flexibility for hybrid work as needed.

Qualifications

- 5+ years of nonprofit fundraising experience, including individual giving, major gifts, and grant management.
- Proven track record in donor engagement, stewardship, and relationship building.
- Experience working with leadership, boards, and committees to develop and execute fundraising strategies.
- Proficiency with donor management software (e.g., Little Green Light) and familiarity with donor moves management.
- Strong communication skills and the ability to work collaboratively in a team-centered environment.

Compensation & Benefits

- Starting Salary: \$60,000 - \$68,000 DOE
- Benefits: 3 weeks paid vacation, paid personal and holiday leave, retirement plan (3% employer match), 50% employer-paid health, dental, and vision coverage.
- Flexible schedule with the opportunity to make a significant impact in your community.

How to Apply

To apply, please submit your resume, cover letter, and contact information for three references to Lovina Englund, Executive Director, at lovina@palouselandtrust.org, with subject line: **Development Director application**. Applications will be reviewed on a rolling basis, with preference given to those received by **July 20, 2025**.

Palouse Land Trust is committed to fostering a diverse and inclusive workplace. We encourage applications from individuals of all backgrounds and recognize that the ideal candidate may not meet every qualification but can demonstrate their suitability for the role.