



## Fund Development Specialist Contract Description

Founded in 1998, the mission of Lummi Island Heritage Trust is *to create a legacy of abundant open space, native habitat, and natural resources on Lummi Island by inspiring people to protect and care for the island's farms, forests, wetlands, and shorelines forever.* The Heritage Trust is a member-supported, non-profit organization, which owns land, manages four land preserves and works with private landowners who wish to protect and preserve land on Lummi Island through donations of land and conservation easements. LIHT has protected over 1,088 acres of the island's precious natural areas – forever.

Over nearly two decades the Heritage Trust has experienced great success in raising substantial funds for special initiatives, including the purchase of the Otto Preserve, Curry Preserve, Baker Preserve, and, most recently, Aiston Preserve. With these successes come related challenges and responsibilities, most notably ensuring maintenance and stewardship of these properties in perpetuity.

Today LIHT seeks to identify, develop and maximize philanthropic and government support through its first dedicated fundraising position. This contract position will include telecommuting options, as well as work on beautiful Lummi Island with a dedicated team including the Executive Director and two part-time administrative staff.

**We seek an experienced fundraising professional with a passion for our mission and the experience and expertise to build, diversify and expand our funding base.** Reporting directly to the Executive Director, the Fund Development Specialist is responsible for executing the resource development plan for LIHT, including a new planned giving program, and enhancing communications and public relations efforts. Working closely with the ED, Fundraising Task Force, and the Board of Directors, this individual is responsible for implementing fundraising initiatives and supporting volunteer activities to meet annual fundraising goals and objectives.

### Principal Responsibilities

In March 2017 LIHT developed a Fundraising Plan to guide its growth. The Fund Development Specialist will have primary responsibility for implementing the plan, including, but not limited to the following principal responsibilities:

- Support the Fundraising Task Force in its work.
- Develop a case for support for LIHT.
- Increase public awareness and grow the base of annual philanthropic support.
- Prepare for and launch a comprehensive planned giving program.

### General Duties and Responsibilities

- Work closely with the ED, Board of Directors and the staff to fulfill the mission and achieve

the vision of LIHT.

- Work with the ED, Board of Directors, Fundraising Task Force, and staff to implement the strategic annual fundraising plan for LIHT.
- Coordinate and execute all fund development activities including Board campaign, direct mail acquisition and renewal, major gifts cultivation and solicitation, planned giving, corporate and foundation support, honor and memorial gifts, and limited special event production.
- Continually develop and implement creative philanthropic opportunities for LIHT.
- Implement future capital and endowment campaigns, as appropriate.
- Support the Fundraising Task Force and Board of Directors to maximize their effectiveness as fundraisers for LIHT.
- Work with other volunteers and committees as appropriate.
- Develop and maintain a working knowledge of gift processing system, GiftWorks donor/prospect records database, donor acknowledgement process, and other functions.
- Provide timely and thorough fundraising reports to the ED and Board as needed.
- Facilitate education and communication within the organization (including Board and staff) regarding fund development activities, opportunities and needs.
- Enhance public understanding and awareness of LIHT, philanthropic opportunities and the impact of philanthropy through expanded marketing, communications and public relations efforts.
- Plan and implement community networking and donor cultivation opportunities.
- Participate in special event production, and other cultivation and stewardship events, as appropriate.
- Serve as an articulate, enthusiastic and visible spokesperson for LIHT.

## **Qualifications**

We seek a dynamic, professional with at least five years' experience in highly productive nonprofit fund development programs. The ideal candidate will be creative, energetic, and driven, with an ability to identify and develop opportunities for donors and LIHT to come together. We seek an enthusiastic individual who can motivate and inspire volunteers, staff and prospective donors.

- Bachelor's degree and five or more years' quantifiable success in nonprofit fundraising.
- Career track record that shows experience and success in fundraising with individuals, foundations and corporations.
- Excellent verbal and written communication skills, with the ability to serve as a spokesperson for LIHT.
- Demonstrated ability to set and achieve or exceed goals and meet deadlines.
- CFRE and experience with planned giving and marketing preferred.

## **Terms of Contract**

This is a one-year, approximately 20 hr/week, contract position with a fixed annual compensation. The position is renewable at the discretion of the Board of Directors. Benefits such as medical or dental insurance are not included.

**Compensation Range:** \$35,000 to \$45,000 per year, dependent on qualifications.

## **Application Process**

Send resume and cover letter to:  
Lummi Island Heritage Trust  
P.O. Box 158  
Lummi Island, WA 98262

Or by Email to:

[info@liht.org](mailto:info@liht.org)

Subject: FDS Application