The Land Trust of the Treasure Valley (LTTV) is seeking a highly-motivated, relationship-oriented and personable Development & Communications Manager for a full-time position located in Boise, Idaho. Since 1996, LTTV has worked with private landowners, neighborhoods, and public agencies to protect open space from the ridgetops of the Boise front to the Snake River Valley in southwest Idaho. LTTV is a non-profit organization supporting a collaborative work environment and commitment to diversity. For more information about LTTV and its programs, visit www.lttv.org.

**Essential Functions.** The Development & Communications Manager reports to the Executive Director and is an integral team member on a dedicated staff that is overseen by a volunteer board of directors. This position serves to plan and implement the Land Trust of the Treasure Valley’s fund development efforts and associated communications including: major gifts, annual fund, planned giving, special events and campaigns. Responsibilities also include evaluation of fundraising tactics/strategies; identifying and stewarding prospective and active donors; communicating with all constituents using a variety of mediums; and donor information management.

**Specific Duties**

**Donor Development (45%):**
- Develop, direct and implement the annual fund program, including appeals and events to provide donors and prospective donors with the opportunity to financially support LTTV through a variety of mediums.
- Actively steward and care for donors through special donor “touches” throughout the year for growing the Conservation Heroes (major gifts) program and expanding the planned giving program.
- Engage and empower the board of directors to cultivate and solicit donations, with an emphasis on major donors.
- Facilitate and develop donor appreciation events and communications ensuring those who support LTTV feel connected at all times.
- Coordinate Idaho Gives, Dinner on Dry Creek and other fundraising and outreach events as needed.
- Provide oversight of Les Bois Film Festival.
- Identify and cultivate partnerships with local businesses, organizations, and groups to create meaningful community experiences.
- Create and manage volunteer information and regular communications in conjunction with the ED and Conservation Projects Manager.
- Research grant opportunities; with staff, identify best funding opportunities and write grant proposals; perform necessary grant follow up and reporting.

**Communications Operations (45%):**
- Oversee the continued development and use of the LTTV brand, content and copy intended for public consumption; execute the development of all print and branded materials; and, execute
the development of electronic communications, including LTTV’s website, twice monthly e-blasts/updates and other electronic communications.

- Create and disseminate all written thank you letters, appeals, project update mailings, event invites and marketing materials, donor stewardship “touches” throughout the year, and design and produce the annual report and annual newsletter.
- Curate content and increase audience engagement on LTTV’s social media channels.
- Prepare project and easement 1-pagers and other marketing and supporting materials for use by staff, board, volunteers and other faces of the organization.
- Manage relationships with news outlets, business and partner organizations, and the general public to advertise and promote events, initiatives, and opportunities.
- Develop all communications in collaboration with staff.

**Administrative (10%)**:

- Oversee the receipt, processing, and data entry of all donations and grant awards through the Little Green Light Database system. Ensure dissemination of timely gift acknowledgements.
- Assist the ED and Conservation Projects Manager with communications and reporting requirements for grants, federal and state agency financial accounting, and any other tasks as needed.
- Provide the Board of Directors and ED with regular outreach, communications, and development reporting and analysis.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.

**Qualifications, Skills, and Abilities**

- Commitment to conservation and LTTV mission. Ability to work with diverse community partners/contributors to achieve shared goals.
- Bachelor’s Degree in communications or related field and at least 1-2 years of related work and/or volunteer experience.
- Strong interpersonal, verbal, and written communication skills and a can-do attitude.
- Well-organized, detail-oriented, able to set priorities and manage time to adhere to multiple projects and timelines under pressure of deadlines.
- Ability to manage multiple and complex projects with multiple team members.
- Capacity to work independently and work effectively as part of a team. Willingness to occasionally take on work outside of the immediate job description when in the best interest of the organization.
- Proficiency with office software including Google Suite, MS Office. Donor database and adobe helpful. Willingness to learn other software, including Little Green Light CRM.
- Experience with website, email tools and social media management.
- Possess high standards for adherence to organization policies related to conflict of interest, privacy of information, and diversity, equity and inclusion.

**Compensation**

Salary range ($40,000 - $45,000) dependent upon experience. This position is full-time exempt. Benefits include flexible schedule, paid holidays, and paid vacation/sick leave and an IRA with a 3% company match.
To Apply
Email a letter of interest, resume, and three references to LTTV at admin@LTTV.org with “Development & Communications Manager Search” in the subject line. All application materials must be combined into one pdf document with your name as part of the document name. Applications are only accepted electronically; no calls please. Application acceptance begins September 28th. It is our intent to bring the new Development & Communications Manager onboard on or before December 1st, 2020. LTTV is an equal opportunity employer.