



**Position Title:** Director of Development & Engagement  
**Full Time/Part Time:** Full Time  
**Supervisor:** President & CEO

### **Summary of Position**

The Director of Development & Engagement serves as LTTN's chief fundraiser in direct partnership with LTTN's President & CEO. This role designs and implements fundraising strategies to meet a \$2.6+ million operating budget (which includes but is not limited to individual, corporate, foundation, and events revenue streams). This role also leads periodic planned, capital, and acquisition campaigns; and maximizes LTTN's brand awareness through community engagement and external communications.

The ideal candidate is a self-motivated, nimble, disciplined leader who embodies and inspires a culture of philanthropy. The Director of Development & Engagement must have the composure and sophistication to make genuine and long-term connections with LTTN leaders (including Board members, high net worth donors, and corporate partners), moving them to deeper levels of commitment to LTTN. This role should naturally adapt to shifting needs and situations and thrive in a culture of collaboration and accountability.

### **Primary Responsibilities**

#### Fundraising

- With President & CEO, develop, lead, and execute annual development plan and revenue goals for all fundraising initiatives and events.
- Cultivate and grow an active portfolio of donors throughout the state, including individuals, corporations, foundations, and other funding sources that supports year-over-year revenue growth.
- In partnership with Engagement Manager, ensure accurate data processing and timely acknowledgement of gifts, and writing and tracking of all grant requests.
- Collaborate with President & CEO and Vice President on future capital campaigns and special projects.

#### Community Engagement

- Directs planning and execution of recurring and new events (25 – 700 guests) with Special Events Coordinator. Serves as primary point of contact for volunteer co-chairs of annual *Once in a Blue Moon* fundraising event, which takes place at LTTN's Glen Leven Farm in Nashville.
- Ensures all event and program logistics are moving forward with a continued focus on increasing revenue, brand awareness, and community engagement.

#### Communications

- Provides strategic direction for annual communications plan to advance LTTN's priorities across external stakeholders in partnership with Communications Manager.



- Oversee the development and execution of communication strategies, including print collateral, website, digital communications, social media, publications, and branding.
- Help develop and ensure a cohesive external relations strategy to increase regional and national presence as an environmental conservation and policy leader.

#### Board Relations & Administrative

- Serve as the staff liaison to LTTN's Development & Engagement Committee.
- Lead conversation around fundraising strategy with Board of Directors and Development & Engagement Committee. Attend other Committee meetings when appropriate.
- Support planning and logistics for Board of Directors, Committee, and Trustee Council meetings.
- Supervise and support 3-4 development and engagement team members.
- Work with Director of Finance to develop annual revenue goal and long-term funding plans.

#### Benefits

- Full-time position, working 40 hours per week. Flexible hours offered based on workload, weather, and events schedule.
- In the first two years of employment, we offer 20 PTO days on an accrual basis and 11.5 paid holidays per year.
- Medical and Dental insurance premiums are covered at 85% for employee, and an additional 50% for spouse and family medical plans. We offer a PPO health plan or an HSA option. Each full-time employee is given a \$25,000 company-sponsored Life Insurance policy. Other voluntary insurance includes vision, additional life, long-term disability, short-term disability, critical illness, and accident.
- We offer a 403b retirement plan with a match of up to 5% after two years of employment.
- We offer an extremely collaborative, encouraging, and mission-driven team, and provide resources for professional development and continuing education opportunities.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Salary is commensurate with experience. A generous benefits package is offered. The Land Trust for Tennessee is an equal opportunity employer.

**Please send resume, cover letter, and salary requirements to:**

Kayla Noel at [knoel@LandTrustTN.org](mailto:knoel@LandTrustTN.org)

or by mail to The Land Trust for Tennessee, PO Box 41027, Nashville, TN 37204.

*No phone calls, please.*