



The Land Trust for Tennessee

Position: Director of Development & Communications

Location: Nashville, TN | Reports to: President & CEO

About The Land Trust for Tennessee

The Land Trust for Tennessee (“LTTN”) is a non-profit organization working to conserve the unique character of Tennessee’s natural and historic landscapes and sites for future generations. Since 1999, LTTN has protected over 136,000 acres through more than 450 conservation projects across Tennessee. LTTN received the [2020 Land Trust Alliance National Land Trust Excellence Award](#) for its strategic and visionary work in conserving land that matters to people and places across Tennessee. The organization is recognized for meeting the highest industry standards for excellence and conservation permanence by the Land Trust Accreditation Commission. LTTN’s offices are in Nashville at The Land Trust for Tennessee’s Glen Leven Farm and in Chattanooga.

The Opportunity

LTTN seeks a seasoned, collaborative professional to join our committed team and our highly regarded board in this full-time position. The position is based in Nashville with a statewide focus and offers an impactful, demanding work opportunity at one of the region’s premier conservation organizations. The Director of Development & Communications is responsible for the development and implementation of the organization's fundraising and communications strategies to cover our annual budget of \$2.6 million. Fundraising activities include donor cultivation and direct solicitation, annual print and digital appeals, revenue-generating events, special campaigns, and managing an active portfolio of grants.

The Director of Development & Communications leads the Development & Engagement team and is responsible for providing critical strategy and direction to LTTN’s leadership team, as well as to the Development & Engagement Committee and Board of Directors. The ideal candidate is a self-motivated, nimble, disciplined leader who embodies and inspires a culture of philanthropy and has the composure and sophistication to make genuine connections with LTTN’s leaders and supporters. The Director must also have keen attention to detail, the ability to build and implement systems and processes, and strong management skills. In its 25th year, LTTN is embarking on a strategic planning and revenue planning process in which this position will play an integral role.

Key Responsibilities

- Lead an annual fundraising program that includes donations from individuals and foundations as well as event ticket sales and corporate sponsorships.
- Prepare and implement an annual fundraising plan to support organizational goals, including an annual calendar of appeals, revenue-generating events, and key donor communications.
- Design and execute cultivation, stewardship, and solicitation strategies to maintain individual, corporate, and foundation donor relations, and secure new donors.
- Develop relationships on behalf of the organization through a strategic schedule of face-to-face meetings with stakeholders, documenting key insights in the organization’s Salesforce CRM system promptly.
- Track grant application and reporting deadlines, prepare grant proposals, and complete timely grant reporting, working closely with the Director of Finance and other team members as needed.
- Design and execute an average of 2-3 annual fundraising appeals (e.g. calendar year end and fiscal year end), including campaign messaging, print and digital communication plan, list development and segmentation.
- Work with President & CEO and Development & Engagement Committee Chair to establish Board member personal action plans to support fundraising efforts; provide key reports and resources to members as needed.



- Provide strategic direction for annual communications plan to advance LTTN’s priorities across external stakeholders in partnership with Marketing & Communications Manager. Oversee the development and execution of communication strategies, including print collateral, website, digital communications, social media, publications, and branding.
- Provide strategic direction for annual calendar of revenue-generating events and engagement opportunities in partnership with Events & Engagement Manager. Oversee the planning and implementation of event communications, sponsorship outreach, volunteer host committee recruitment, and logistics for recurring and new events at LTTN’s Glen Leven Farm and across the state.
- In concert with Finance & Operations team and Donor Engagement Coordinator, oversee LTTN’s Salesforce CRM system and receipt tracking process.
- Manage a team of 3-4 Development & Engagement staff members, including setting goals and objectives, developing strategies, and facilitating communication and collaboration with other team members.

Qualifications

- Minimum of 7 years of prior experience in a similar position.
- Superior interpersonal, written, and oral communication skills.
- Excellent organizational, planning, and problem-solving skills and be a motivated self-starter.
- Flexibility to travel and work periodic evenings and weekends as needed.
- Advanced word processing skills and proficiency in the full suite of Microsoft Office 365 programs, internet research, CRM management, and email management.
- Ability to handle confidential information with sensitivity and integrity.
- Team player with leadership skills and the ability to work independently.
- Valid driver’s license and means of transportation are required.
- All jobs at LTTN are subject to a background check at the start of employment.

Benefits

- Hybrid Work Model: For full-time positions, a hybrid work model goes into effect following 90 days of employment. Flexible hours are offered based on workload, weather, and events schedule.
- PTO: In the first two years of employment, LTTN offers 20 PTO days (10 vacation and 10 sick days) on an accrual basis and 11.5 paid holidays per year.
- Insurance Benefits: Medical and Dental insurance premiums are covered at 85% for employees and 50% for spouse and family portion of premium. LTTN offers a PPO health plan and an HSA option. A \$50,000 company-sponsored life insurance policy is provided for each full-time employee. Other voluntary insurance includes vision, additional life, long-term and short-term disability, critical illness, and accident.
- Retirement Plan: LTTN offers a 403b retirement plan which employees are eligible to enroll in upon hire, with an employer match of up to 5% after two years of employment.
- Culture: LTTN offers an extremely collaborative, encouraging, and mission-driven team, and provides 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 responsibilities, skills, and abilities. Salary is commensurate with experience. LTTN is an equal opportunity employer.

**Please send resume, cover letter, and salary requirements to: [Kayla Noel, knoel@LandTrustTN.org](mailto:knoel@LandTrustTN.org)
No phone calls, please.**