

*the* SAN JUAN  
PRESERVATION  
TRUST

## Philanthropy Coordinator

<b>Location:</b>	Friday Harbor, WA
<b>Salary:</b>	\$53,000-\$60,000
<b>Benefits:</b>	Health insurance, 3% matching IRA contributions in next calendar year, generous vacation, 12 days/year medical/family leave, 10 holidays/year
<b>Hours:</b>	40 hours/week exempt salaried position; general work hours Monday-Friday 8:30am-5:00pm with occasional evening and weekend hours. Remote work negotiable for portions of each month, with some days required at the main office in Friday Harbor, WA
<b>Reports To:</b>	Director of Philanthropy
<b>Deadline:</b>	Applications accepted until position filled

### Summary

The San Juan Preservation Trust (SJPT) is seeking a Philanthropy Coordinator to join our growing team. The position reports to the Director of Philanthropy and is a critical member of the San Juan Preservation Trust's fund development team. This position is primarily responsible for ensuring the smooth administration of the organization's development operations to raise funds and is the primary administrator of SJPT's donor database. The Philanthropy Coordinator also plays a key role in SJPT's annual campaign, special events, and donor recognition.

### Organizational Profile

The San Juan Preservation Trust ([www.sjpt.org](http://www.sjpt.org)), founded in 1979, is a private, nonprofit, nationally accredited land trust dedicated to helping people and communities conserve land in the San Juan Archipelago of Washington State.

Together with our landowner partners and members/supporters, the Preservation Trust permanently protects more than 300 properties, 50 miles of shoreline, 25 miles of trails, and 19,000 acres on 21 islands, including land now managed as public parks, nature preserves, wildlife habitat, and working farms and forests.

The Preservation Trust—a 501(c)(3) nonprofit organization—is governed by a volunteer Board of Trustees and currently employs 13 full-time staff. Headquarters are on San Juan Island, which is served by the Washington State Ferries system. SJPT is not affiliated with any government agency and does not receive tax revenue. Financial support comes from the voluntary contributions of some 3,000 individuals, families, and private foundations.

Our **MISSION** is to:

- CONSERVE the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations;
- CARE for the lands and waters under our protection, with our partners;
- CONNECT people to nature, to each other, and to the Preservation Trust.

### **Responsibilities**

Administration and Support:

- Enter and maintain records in fundraising database, including entry of gift, contact, and visit information
- Generate timely acknowledgments and donor pledge correspondence
- Create fundraising reports
- Generate solicitation and recognition donor lists
- Report gifts for deposit; charge and process credit card donations; and, on a monthly basis with the Finance staff, reconcile all receipts
- Create and maintain manual of database and gift processing procedures, as well as other Development protocols and procedures; document new and revise existing procedures in manual
- Conduct periodic clean-up of database, running address corrections, de-duping accounts
- Improve functionality of database to better meet organizational needs
- Scan all local papers for obituaries, and mark database accounts as deceased, as appropriate
- On a monthly basis, download new property owner data and mail *A Place in the Islands* to new islanders
- Assist with production of development materials and special projects
- Maintain donor paper files as needed for legal purposes
- Field phone calls coming into Friday Harbor office, along with other SJPT office staff
- Pick up mail and prepare bank deposits as needed
- Maintain a positive environment for staff and volunteers
- Assist all staff with database needs
- Other duties as assigned

Annual Campaigns: With the direction of the Director of Philanthropy, assist efforts to secure annual gifts by helping to coordinate and produce Annual Campaign appeal letters, solicitation lists, solicitor packets, and by tracking and acknowledging incoming gifts.

Major Gifts, Planned Giving, and Endowment: Assist the Executive Director, Director of Philanthropy, and Philanthropy Associate with efforts to secure gifts.

- Maintain donor records
- Generate reports
- Conduct prospective donor research
- Prepare donor informational packets
- Send out mailings
- Track donor visits

Special Events: Assist in the planning, production, and follow-up of special events.

- Maintain guest lists including contact information and enter contact information into fundraising database
- Provide support to fundraising consultants, volunteers, and other team members who are working on events
- Manage event RSVPs
- Ensure event record-keeping is integrated into fundraising database
- Staff events to ensure smooth logistics and to foster connections with supporters

#### **Knowledge, Critical Skills and Expertise**

- Proficiency with Microsoft Office Suite
- Experience and proficiency with a constituent resource management (CRM) donor database
- Excellent written and oral communication skills
- Demonstrated superior interpersonal and teamwork skills
- Excellent project management skills, including organizing tasks and materials
- Discretion when dealing with highly sensitive and confidential information
- Possess a customer service focus both internally and externally
- Ability to work both independently and as a team member
- Ability to set priorities, handle multiple assignments and deadlines, and display excellent judgment, while operating in a flexible and professional manner

#### **Required Qualifications**

- Administrative experience
- Experience in annual giving/development

**Additional Qualifications**

- Ability to work occasional evening and weekend hours as needed
- Familiarity with the people, communities, and culture of the San Juan Islands
- Experience working with volunteers
- Ability to thrive within a small nonprofit office environment, possess a strong belief in land conservation, and demonstrate a passion for protecting the San Juan Islands

**Location and Travel**

The demands of this position require that the candidate be in-person at the SJPT Friday Harbor office for portions of each month. Schedule to be agreed upon in conjunction with the Director of Philanthropy. This position is primarily based in SJPT's Friday Harbor office.

**How to Apply**

Send resume, cover letter, and how you learned about this position via email to: [jobs@sjpt.org](mailto:jobs@sjpt.org).

*We recognize that conservation is best advanced by the leadership and contributions of people with diverse backgrounds, experiences, and identities. SJPT encourages individuals from all backgrounds to apply and join our engaged community that is committed to island conservation.*

*All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. SJPT strives to live our value of respecting and welcoming diversity in all forms, which undoubtedly advances our mission to conserve land, care for land, and connect people with land.*