



**PROTECTING  
SNOW LEOPARDS**  
for over forty years

## The International Snow Leopard Trust Job Announcement Philanthropy Specialist

**Employment Status:** Regular, Full-Time, Hourly

**Hourly Rate Range:** \$29 to \$33 an hour

**FLSA Status:** Non-Exempt

**Category:** Administrative

**Reports to:** Assistant Director of Philanthropy

**Location:** Seattle, WA, approved for hybrid-remote, Full-Time Hourly

**Recruitment:** Open from April 29, 2026, through May 28, 2026

### Background

The International Snow Leopard Trust (SLT) is a non-profit organization dedicated to conserving the snow leopard and its high-mountain ecosystems. SLT aims to ethically conserve snow leopards and their high-mountain ecosystems through partnerships with Indigenous peoples & local communities, and through research to improve the understanding of snow leopard behavior, needs, habitats, and threats. SLT operates through its Partner Network in snow leopard range countries, including India, the Kyrgyz Republic, Mongolia, Nepal and Pakistan, with additional teams in the United States and Europe. We collaborate with governments and conservationists across all twelve range countries through the intergovernmental initiative, the Global Snow Leopard and Ecosystem Protection Program. Additionally, we advance snow leopard conservation through the Snow Leopard Network while promoting ethical conservation practices globally via the Ethical Conservation Alliance.

### Position Purpose

The Philanthropy Specialist supports the Snow Leopard Trust's (SLT) fundraising and stewardship efforts by contributing to both institutional and individual donor strategies. Reporting to the Assistant Director of Philanthropy, this role shares responsibilities with the grant writing team in proposal and report development, as well as support for the zoo partnership program, impact communications, and private donor stewardship. This position also manages a small portfolio of donors and zoo partners and supports community outreach efforts to increase SLT's visibility and donor engagement.

This is a dynamic role ideal for a strong communicator who thrives on building relationships, enjoys both writing and detail-oriented tasks, and is inspired by conservation rooted in ethical, community-led approaches.

### Key Responsibilities



### **Zoo Partnership & Individual Donor Management (40%)**

- Manage a portfolio of mid-level individual donors and zoo partners, ensuring regular, personalized outreach and stewardship.
- Track communications and giving history using Salesforce to inform engagement strategy.
- Collaborate with team members to grow and strengthen SLT's relationships with these constituencies.
- Manage zoo partnership opportunities, including grant proposals and report tracking, zoo conference schedule, communications, and other zoo fundraising related efforts.
- Attend zoo conferences to build relationships with partners and prospect new opportunities.

### **Zoo and Family Foundation Proposal and Report Writing (35%)**

- Collaborate with program, science, and country teams to draft and edit compelling funding proposals and grant reports, primarily focused on zoos and family foundation proposals and reports.
- Ensure zoo and private grant proposals align with funder requirements, organizational priorities, and SLT's storytelling approach.
- Share responsibility for maintaining and tracking zoo and family foundation grant/report deadlines in coordination with the grant writing team.
- Write compelling reports for zoos, family foundations, and private donors.
- Represent SLT at select community, donor, and zoo-related events, and partner-hosted functions—virtually or in person.
- Identify and support opportunities for expanding outreach to local or aligned networks that may deepen zoo and donor engagement or raise SLT's profile.
- Assist with additional SLT grants and reports as needed.
- Develop visually engaging reports and materials using Canva.

### **Donor Stewardship & Communications Support (15%)**

- Develop tailored stewardship materials for individual donors and zoo partners, in collaboration with the Programs and Communications teams, such as acknowledgment letters, donor updates, and recognition materials.
- Assist with portfolio stewardship as needed.
- Help support virtual donor events and briefings.
- Assist with meeting prep/scoping documents and notes.
- Serve as an approachable, well-informed point of contact for community members' inquiries.
- Engage in public speaking opportunities both virtual and in person, presenting on SLT's priorities, mission and values.

### **Philanthropy/Communications Operational Support (10%)**

- Assist with meeting agendas, meeting notes, and action-item documentation, and send meeting invites/reminders.



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- Assist with organization and reminders on quarterly team goal setting and monthly tracking.
- Update Philanthropy Calendar plot and lead monthly review.
- Contribute to special projects across the philanthropy and communications team, including stewardship initiatives and event/campaign support.
- Assist with donor event planning and execution when needed.

### **Qualifications, Education & Experience**

#### **Required Skills/Abilities:**

- At least 3 years of experience in a philanthropic or development focused role.
- Enthusiasm and passion for acknowledging and educating donors about SLT's mission.
- Experience with maintaining donor databases and entering donation data.
- Ability to stay organized with multiple competing priorities.
- Excellent written and verbal communication skills.
- Experience writing grant proposals, reports, and project updates for donors.
- Desire to be a continuous learner regarding fundraising best practices.
- Ability to remain nimble and solve problems while supporting a global team.
- Commitment to the SLT's mission and values.
- Willingness to travel occasionally both domestically and internationally.

#### **Preferred Qualifications, Education and Experience:**

- Experience working in conservation, zoos and aquariums conservation or development and/or environment focused nonprofit organizations.
- Knowledge of effective strategies that underpin individual giving programs.
- Salesforce experience preferred but not required.
- Proven track record of developing highly effective donor communications, including the components of compelling proposals.
- Proficient in nonprofit fundraising best practices and current on philanthropic landscape
- Flexible schedule based on time zones.
- Experience in a nonprofit organization.
- Passion for wildlife conservation or international community-based development.

#### **Location & Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is primarily a stationary position with prolonged periods of stationary position doing computer work. While performing the duties of this job, the employee is regularly required to communicate and exchange information. This position may require some overnight travel and participation in online meetings beyond regular business hours with an international team. This position is approved for hybrid remote work location with expected time in SLT's Seattle office and working remotely from a home office.



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**Compensation & Benefits:**

The hourly wage range for this position will be offered between \$29 to \$33 an hour based on location and qualifications. Employees (and their families) are eligible to enroll in SLT’s medical, dental & vision plans. Employees are eligible to enroll in SLT’s 403(b) retirement plan. SLT supports generous paid time off. Full-Time employees accrue 13.33 hours of vacation and 5.33 hours of sick leave monthly. SLT also supports 10 paid holidays per year. SLT offers a flexible weekday schedule based on time zones. This position is approved for full-time remote work location.

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**HOW TO APPLY**

**Please submit a resume/cv, cover letter and work sample (can be any type of content creation) to [jobs@snowleopard.org](mailto:jobs@snowleopard.org) as PDF documents by the deadline to be considered and include “Philanthropy Specialist” in the subject line of the email submission.** The deadline for submitting your application is May 28, 2026. Please do not call regarding this position. Questions regarding this position should be emailed to [jobs@snowleopard.org](mailto:jobs@snowleopard.org).

Job offer is contingent upon verification of credentials and other information required by the employment process and may include an oral interview(s), skills test and the successful completion of a background check.

Snow Leopard Trust values and celebrates diversity in the workplace and is committed to advancing equity through our work. Cultivating a diverse and inclusive staff is a priority. People of color and others with underrepresented identities (including, but not limited to gender identity, class, socioeconomic status, sexual orientation, age, ability and background) are strongly and sincerely encouraged to apply. Snow Leopard Trust is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.