



**PROTECTING  
SNOW LEOPARDS**  
for over forty years

# Snow Leopard Trust Job Announcement

## Development Director

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

**FLSA Status:** Exempt

**Reports to:** Deputy Director

**Leadership:** Oversees & Leads Development Division & Fundraising Function

**Location:** Preference in Seattle, Washington, remote location possible for exceptional candidate

**Supervises:** Field Connections Manager, Donor Relations Manager, Grant Writers

### Background

Founded in 1981 in Seattle, Snow Leopard Trust (SLT) is a leader in efforts to secure the future of the snow leopards and high mountain ecosystems across the 12 countries in South and Central Asia. SLT has field teams in five key range countries that together contain over 75% of the world's population of wild snow leopards. We work with governments and conservationists in all 12 countries where snow leopards are found—Afghanistan, Bhutan, China, India, Kazakhstan, Kyrgyzstan, Mongolia, Nepal, Pakistan, Tajikistan, Russia, and Uzbekistan through the Global Snow Leopard Ecosystem Protection Program (GSLEP).

SLT works in areas of conservation science, policy, and engaging local communities in conservation. Snow leopards live in vast home ranges. While it is important to secure their key habitats through Protected Areas, these are simply too small to conserve populations. Snow leopard conservation efforts must focus on local communities well beyond protected area boundaries. To protect these endangered cats, we work at a larger landscape level, and collectively find ways for snow leopards to coexist peacefully with the people sharing their habitat. This is the focus of our conservation approach.

SLT supports more than 50 team members and graduate students internationally, and our Seattle Headquarters is currently home to eight staff members and provides operational, fundraising, and administrative support to our field operations. We also have another 10+ team members who work remotely and support fundraising, conservation programs, IT, communications, science, research, and other functions.



Snow Leopard Trust is a 501(c)3 nonprofit organization EIN 91-1144119



## Position Purpose

The Development Director is in charge of significantly increasing revenue and helping to cultivate relationships with donors and funding agencies. The Development Director is responsible for raising enough money to meet SLT's financial goals, forecasting future income and gathering feedback from donors. This leadership position is also responsible for helping division leaders create fundraising strategies and connecting them with opportunities to raise additional donations, steward major gifts and corporate giving, and secure grant and project funding. The Development Director also works closely with the Communication Team to attract attention from potential supporters as well as lead fundraising events that raise awareness of SLT's mission and goals. An important component of this position is effective communication with both the field and donors.

## **Major Priorities & Responsibilities:**

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1. Oversee development planning and donor engagement strategy
2. Manage annual fundraising forecasting and assist with setting and managing revenue targets
3. Oversee outreach to major donors and ensure positive donor relationships
4. Oversee foundation and corporate granting relationships
5. Oversee and help vet current and incoming Business Partners against our gift acceptance policy
6. Ensure positive guest experience and maximized giving during two major annual fundraisers
7. Collaborate with Communication Team for public messaging

### **Responsibilities:**

#### **General Fundraising (50%):**

- Donor Relations
  - Guide cultivation practices, donor relationships and strategies.
  - Manage development indicators and adjust strategy as necessary
  - Lead and track success of two major all-donor appeals, including approving list segmentation and theme development
  - Respond to donor inquiries, as needed
- Grants
  - Supervise grant writers with proposals, contracts and projects to maintain and grow existing portfolios
  - Ensure the proper recording and recognition of grant project terms, objective and funding restrictions.
  - Communicate with field program leaders and SLT's Executive Team to develop strategies and annual fundraising plans
- Corporate and Business Partnerships
  - Establish strategy and guidelines to grow existing corporate partner portfolio





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### Overall Development Strategy Management (25%)

- Establish vision and long-term planning for the Development Team
- Manage annual fundraising forecasting and assist with setting and managing revenue targets
- Guide the Development Team in establishing and maintaining standards of practice for classifying funder types and track revenue streams accordingly
- Collect and analyze data on donor responses rates, conversions, and trends to inform plan and prepare quarterly reports for the Executive Team

### Annual Fundraising Events (20%)

- Lead at least two fundraising events with the Deputy Director
- Develop compelling metrics and themes

### Public messaging (5%)

- Collaborate with Communication and Development Teams to support press releases, bi-annual newsletter, specialized reports, target ask campaigns and donor acknowledgements

## Position Requirements

- BA (required), MA (a plus)
- 8+ years' experience in development
- Demonstrated excellence in organizational, managerial, and communication skills
- Committed team player who works well with internal cross-functional and external partners and has experience engaging with leadership teams
- Sociable, with an ability to interact positively and display compassion with people from varied cultural and other backgrounds and in sensitive situations
- Willingness to work across multiple time zones
- Experience with public speaking
- Exceptional organizational and project management skills with strong attention to detail
- Ability to manage multiple priorities, create content quickly, and communicate effectively under pressure of time constraints
- Flexibility, resourcefulness, and ability to thrive in a changing and developing environment
- Ability to take initiative with projects and anticipate opportunities and potential issues
- Willingness to travel domestically as needed
- Passion for wildlife and community-based conservation
- Knowledge of Salesforce (or similar CRM), Classy (or similar fundraising platform), Give Lively, Mailchimp, Google Suite, Co-schedule, Microsoft Office, Zoom

## 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. While performing the duties of this job, the employee is regularly required to communicate and exchange information. This position will require participation in online meetings beyond regular office hours.

Please note that our office, located in Seattle's Wallingford neighborhood, follows COVID-19



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guidelines and protocol in order to keep everyone safe.

### **Hiring Package:**

Flexible work schedule, Competitive salary + benefits, including group health, dental, vision, generous paid leave, and more.

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.

### **HOW TO APPLY**

Please submit both a resume/cv and cover letter to [jobs@snowleopard.org](mailto:jobs@snowleopard.org) **as a single PDF document with Development Director Application in the subject line** by the deadline to be considered. **The deadline for submitting your application is September 25, 2022.** Please do not call regarding this position.

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.

*Date Posted: August 24, 2022*



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