



PROTECTING
SNOW LEOPARDS
for over forty years

Snow Leopard Trust Job Announcement Philanthropy Associate

Employment Status: Regular, Full-Time

Wage: \$23/Hour

FLSA Status: Non-Exempt

Reports to: Director of Philanthropy

Location: Hybrid Remote in Seattle, Washington, full remote location possible for exceptional candidate

Background

Founded in 1981 in Seattle, The International 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 estimated 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 focuses in areas of conservation science, policy, and engages local and indigenous communities in conservation programs. 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 mountainous habitat.

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

Position Purpose

The main role of the Philanthropy Associate is the stewardship of donors by thanking annual fund donors and maintaining the donor database. This position will report to the Director of Philanthropy and support the Philanthropy team. This role has the opportunity to support and learn about major gifts, prospect research, annual fund strategy, foundation relations, corporate giving, events, asset-based giving, and legacy programs.



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Key Duties/Responsibilities:

- Stewarding donors and thanking via phone calls and handwritten notes (40%).
- Maintaining database by entering data, running reports, and sending tax receipts. (30%).
- Assisting team with updating technology, automated tasks, and processes. (15%).
- Supporting team with administrative tasks, prospect research and fundraising strategy implementation. (10%).
- Directing incoming donor inquiries, emails, calls to the appropriate staff member or responding in a timely manner (5%).

Required Skills/Abilities:

- Enthusiasm and passion for thanking and educating donors about the mission
- Experience with maintaining donor databases and entering donation data
- Ability to stay organized with multiple competing priorities
- Desire to be a continuous learner regarding fundraising best practices
- Ability to remain nimble and solve problems while supporting the team
- Enthusiasm and passion for wildlife conservation preferred

Qualifications, Education and Experience:

- Two years of nonprofit experience required
- Database and data entry experience required
- Salesforce preferred but not required
- Prospect research experience is preferred
- High school diploma or equivalent preferred

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. Please note that our office, located in Seattle's Wallingford neighborhood, follows COVID-19 guidelines and protocol in order to keep everyone safe.

Wage & Benefits

The hourly wage for this position is \$23/hour. 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.

HOW TO APPLY

Please submit both a resume/cv and cover letter to jobs@snowleopard.org as a single PDF document with Philanthropy Associate Application in the subject line by the deadline to be considered. The



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deadline for submitting your application is March 17, 2023. Please do not call regarding this position.

SLT 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.

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.

Date Posted: February 22, 2023