



# UPPER VALLEY LAND TRUST

**Job Title:** Chief Philanthropy Officer

**Reports To:** President

**Location:** Hanover, NH (Hybrid options considered)

**FLSA Status:** Exempt, Full-Time

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## About the Upper Valley Land Trust

The **Upper Valley Land Trust (UVLT)** is a nonprofit land conservancy protecting and stewarding our region's land resources for the health and resilience of people and nature. Since 1985, our community-driven mission has secured more than 55,000 acres through conservation easements and land ownership. UVLT has a staff of 12 and an annual operating budget of \$1.5M, supported by a vibrant base of loyal donors and volunteers and on-the-ground programming that includes food pantry gardens, firewood fuel assistance, scientific research, and outdoor activities for all ages. With a bold strategic vision adopted in 2025, UVLT is poised to increase the scope and impact of land conservation in the region.

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## Position Summary

Reporting directly to the President, the Chief Philanthropy Officer will devise and implement forward-looking, donor-centered strategies for philanthropic growth, including personalized cultivation, solicitation, and stewardship approaches, with an emphasis on building lasting donor relationships and deepening engagement with UVLT's mission.

The primary objective of this position is to significantly increase individual philanthropic support by recruiting and managing relationships with new leadership donors. The secondary objective is to strengthen and prepare UVLT's donor base for future capital or comprehensive campaign efforts, ensuring the organization is well-positioned for long-term philanthropic growth.

The Chief Philanthropy Officer is a senior member of UVLT's staff team, will support and advise volunteers and appropriate board committees, and will be a leader in the future growth and direction of UVLT.

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## **Key Responsibilities**

### **Donor Portfolio Development**

- Build and manage a portfolio of 50-75 individual donors and prospects with giving levels of \$1,000 to \$100,000+.
- Identify new leadership donor prospects through research, analysis, and collaboration with board and staff.
- Craft and execute individualized plans to cultivate, solicit, and steward donors.

### **Relationship Building & Solicitation**

- Conduct regular in-person and virtual meetings with donors and prospects.
- Make direct asks and coordinate with the President and board for joint solicitations.
- Develop tailored proposals, acknowledgment letters, and impact communications.

### **Campaign Readiness & Strategic Growth**

- Help assess and strengthen UVLT's donor pipeline to support future campaign goals.
- Identify leadership-level donors and rising prospects with the potential to make transformative gifts.
- Provide insights and recommendations to inform campaign strategy and donor segmentation.
- Collaborate with the President to develop a strategy for philanthropic growth consistent with UVLT's strategic vision and goals for land conservation and stewardship impact.

### **Collaboration & Communication**

- Partner with program staff to stay informed about conservation priorities and translate impact into compelling donor messages.
- Work with the communications team to align donor messaging with organizational storytelling and engagement opportunities.
- Represent UVLT at donor events, site visits, and regional gatherings.

### **Data & Reporting**

- Track all donor interactions and relationship progress using UVLT's proprietary CRM.
- Monitor and report on key performance indicators related to major gift revenue, pipeline development, and campaign readiness.
- Contribute to annual fundraising plans and strategic planning processes.

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## Qualifications

- 3–5+ years of experience in fundraising or a closely related field, with a strong focus on individual giving.
- Proven success cultivating and soliciting gifts of \$5,000 or more.
- Excellent interpersonal, verbal, and written communication skills.
- Strong organizational skills and the ability to manage multiple donor relationships simultaneously.
- Familiarity with donor databases and moves management principles.
- Willingness to travel regionally and work occasional evenings and weekends.

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## Preferred Qualifications

- Passion for land conservation and UVLT’s mission.
- Knowledge of the Upper Valley region or experience working with small town donor communities.
- Exposure to capital or comprehensive campaigns and/or experience developing campaign-ready donor strategies.
- Familiarity with planned giving and donor-advised funds.
- Familiarity with market research about messaging effectiveness and the language of land conservation and environmental stewardship .
- Exposure to comprehensive strategic planning for long-term land conservation and stewardship impact.

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## Compensation & Benefits

- Salary range: \$85,000 – \$95,000, commensurate with experience
- Health insurance
- 401(k) retirement plan with UVLT match up to \$2,400 per year
- Generous vacation, sick leave, and paid holidays
- Flexible and supportive work environment, including hybrid work options

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## To Apply

Please email your cover letter and resume to [contactus@uvlt.org](mailto:contactus@uvlt.org) with the subject line: **“Chief Philanthropy Officer Application – [Your Name]”**. Applications will be reviewed beginning March 15 on a rolling basis until the position is filled.

*The Upper Valley Land Trust is an equal opportunity employer. We are committed to building a diverse, inclusive, and equitable organization and encourage candidates from all backgrounds to apply.*