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## Friends of the Teton River is Seeking a Director of Philanthropy

**Employment Type:** Full time

**Budget Management Authority:** \$400,000-  
\$500,000+

**Location:** Driggs, Idaho

**Reports to:** Executive Director

**Seniority:** Director or Senior Director, DOE

**Direct Report(s):** Development Associate

**Salary Range:** \$50,000-75,000 + benefits

**Closing:** Open until filled.

**Start Date:** ASAP

Friends of the Teton River (FTR) is a nonprofit organization dedicated to clean water, healthy streams, and a thriving wild fishery in the Teton River watershed. Celebrating nearly 25 years of collaborative conservation work, FTR has a long history of science-based solutions and stakeholder-driven impact.

We are seeking an experienced and collaborative **Director of Philanthropy** to lead our fundraising strategy and build lasting partnerships with donors who are passionate about conservation and stewardship.

The Director of Philanthropy is responsible for leading, defining, and implementing FTR's philanthropic vision and direction. This role ensures the organization has the financial resources to accomplish and sustain its mission, advancing work to restore and conserve the Teton River watershed. The Director of Philanthropy will focus on cultivating and stewarding major donors, overseeing individual giving strategies, and co-leading the organization's resource development efforts alongside the Director of Grants. We anticipate hiring this position at the Director level with intent to develop toward Senior Director (see attached salary ranges document).

### **Essential Functions:**

#### **Provide leadership in philanthropic program development:**

- Co-lead the fundraising team with the Grants Director to refine and grow the vision for the FTR fundraising program and align philanthropic and grant-seeking strategies
- Create and implement an annual fundraising plan that establishes a balanced mix of funding sources that attract, retain, and develop donors

- Provide leadership to the board, staff, and volunteers in fostering a culture of philanthropy:
  - Act as the staff liaison to the board development committee
  - Provide leadership and support for board fundraising efforts
  - Recruit, train, and motivate fundraising volunteers
  - Lead staff education and engagement initiatives in philanthropic fundraising
- Ensure that philanthropy activities align with FTR's values, vision, and mission
- Keep the fundraising leadership team abreast of IRS rules and best practices in philanthropy, fund development, and fundraising ethics
- Ensure a philanthropy component of long-term strategic plans
- Manage, supervise, and train the Development Associate

**Lead and manage major donor cultivation and stewardship:**

- Cultivate strong relationships with new and existing major donors to ensure they are connected and engaged with their impact on Teton River watershed conservation.
- Develop tailored strategies to inspire significant contributions, including multi-year commitments and planned gifts
- Manage a portfolio of high-capacity donors, setting annual fundraising goals and achieving measurable results
- Develop a dynamic referral network for introductions to prospective new donors

**Effectively communicate the mission, values, impact and needs of FTR:**

- Serve as an ambassador for FTR, actively engaging with local and regional philanthropists and prospective funders to enhance awareness of the organization's mission, activities, and needs.
- Attend community events, meetings, and conferences to promote Friends of Teton River's goals and/or solicit donations or sponsorships
- Collaborate with communications staff to write articles, social media posts, presentations, and other written and/or visual materials that effectively communicate the organization's mission, activities, and funding needs.

**Measure, monitor, track, and improve philanthropy program success:**

- Establish performance measures and analytical tools to evaluate the efficacy of the philanthropy program
- Ensure that all relevant donor interactions and "moves management" are regularly recorded in FTR's donor database

- Provide regular written performance reports and analyses to the executive director, fundraising/development committee, board of directors, staff, and supporters.

### **Qualifications**

We are looking for people who share our values and are keen to learn and develop their expertise. We are looking for candidates with the skills and qualifications listed below. We expect to provide training and development support in some of the areas.

- **Personal Qualities:** Must be an enthusiastic, efficient, creative, self-motivated, and adaptable professional with strong time management, decision-making, and problem-solving skills. Capable of thriving in a dynamic work environment with minimal supervision.
- **Teamwork & Leadership:** Able to lead and collaborate effectively with staff, board members, and partners. Committed to fostering diversity and inclusivity with donors, partners, and the public.
- **Organizational Skills:** Highly organized with a consistent ability to follow through on commitments and manage tasks using effective systems and clear communication.
- **Mission-Driven Passion:** Strong commitment to FTR's mission and a genuine enthusiasm for philanthropy. Confident and skilled in soliciting financial contributions of all types.
- **Professional Experience:**
  - At least 5 years of leadership experience in nonprofit fundraising is preferred; relevant experience will be considered.
  - Proven success in increasing fundraising revenue and donor engagement.
  - Thorough knowledge of fundraising principles, ethics, and CRM databases
  - Demonstrated experience using data to guide, evaluate, and adapt fundraising efforts.
  - Experience planning and executing donor events.
- **Other Skills:**
  - Excellent verbal and written communication skills.
  - Analytical thinker, skilled in using data to evaluate and improve strategies.
  - Strong diplomatic skills, with the ability to navigate diverse perspectives.
  - A kind and experienced manager, teacher, and collaborative leader who is committed to bringing out the best in others.
- **Other Requirements:**
  - Flexibility to work evenings, weekends, and outdoors as needed.

### **How to apply**

This position is open until filled. Please email all the following to Amy Verbeten, FTR executive director, [amy@tetonwater.org](mailto:amy@tetonwater.org):

1. A detailed letter of interest that describes why you are interested in the position and the mission of FTR, and your specific qualifications for this position.
2. A resume/curriculum vitae that includes your contact information.

3. Names and contact information for three relevant professional references.

**Equal Employment Opportunity**

FTR does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, genetics information, disability unrelated to job or admission requirements, or status as a protected veteran.

**Reasonable Accommodation**

FTR values community and fosters a sense of belonging for our employees and applicants. We are committed to providing reasonable accommodations in the workplace because they embody these values, as well as our operating principle of promoting a positive, safe, and learning environment. Reasonable accommodations may be requested at any point of the employment process, including during recruitment. Please email [amy@tetonwater.org](mailto:amy@tetonwater.org) with your request.

**FTR Salary Ranges (revised May 2023)**

Position	FTR Salary Range Recommendation LOW	FTR Salary Range Recommendation HIGH
Executive Director	70,000	110,000
Senior Director	60,000	95,000
Director	50,000	75,000
Manager/Coordinator/Assistant	45,000	65,000
Office Administration	40,000	65,000
Technician/Associate*	30,000	55,000

**Senior Director:**

- Responsible for administration, management, and oversight of multiple program areas/departments
- Responsible for departmental level strategic planning, fundraising, and financial management
- Manages a department budget >\$500,000.
- Supervises multiple staff/contractors.
- Requires specialized degree/training/experience.

- Provides leadership within the organization.
- Reports to Executive Director

**Director:**

- Manages/oversees a single program area.
- Develops program goals, objectives, and implementation plans.
- Manages stakeholder/partner relationships.
- Manages a program/department budget <\$500,000.
- Typically supervises 0-2 staff/contractors
- Represents the organization through public presentations, participation in community meetings/committees, etc.
- Reports to a senior director or the Executive Director.

**Manager/Coordinator/Assistant**

- Works under the direct supervision of a director or senior director.
- Plans and carries out day to day operational tasks and programmatic plans.
- Monitors and evaluates program effectiveness.
- Works with leadership staff to co-develop budgets and assist with day-to-day financial management.

**Office Administration:**

- Works under the direct supervision of a director, senior director, or executive director
- Carries out administrative tasks to support fundraising and/or programmatic implementation.
- Assists with day-to-day financial management.

**Technician/Associate:**

- Works under the direct supervision of a director or senior director, or a crew leader.
- Carries out day to day operational tasks and programmatic plans.
- Provides receipts and documentation of financial transactions according to organizational policy.
- \*These are primarily entry level, seasonal/temporary positions and are typically paid on an hourly basis. The annual salary range is presented as the basis for determining hourly rate.

