



Job Title: Associate Director of Philanthropy

Salary Range: \$70-77,000/annually + comprehensive benefits

Application Deadline: Midnight on Sunday, June 8, 2025

Anticipated Start Date: Late July/Early August 2025

Location/City: Durham, NC

To apply, please visit: <https://triangleland.org/about/job-opportunities>

About Triangle Land Conservancy (TLC)

TLC is an accredited and highly-respected land trust, having protected over 25,000 acres in the rapidly growing Triangle region of North Carolina. Since 1983, TLC has conserved land to safeguard drinking water, support family farms and the local food economy, protect important natural habitat, and connect people with nature. TLC operates a hybrid workplace and is headquartered in vibrant downtown Durham. This is an exciting time to work at TLC as we are seeing a dramatic increase in the use of our public nature preserves and growth in community support for our mission. TLC is conserving over 1,200 acres annually in addition to monitoring and stewarding TLC-conserved lands in perpetuity, hosting numerous public events and education programs, providing volunteer opportunities, and cultivating future leaders. Learn more at triangleland.org

Position Summary

The Associate Director of Philanthropy (ADOP) will oversee the operational infrastructure that supports TLC's philanthropy and fundraising efforts, driving donor engagement and fundraising success. Reporting to the Director of Advancement, the ADOP will be at the forefront of optimizing systems, processes, and analytics that support the growth of TLC's fundraising

program including membership renewals, major gifts, foundation and corporate grants, campaign and planned gifts, and donor stewardship activities. Additionally, the ADOP will be responsible for a small portfolio of donors. This role is ideal for an adept fundraising professional with strong operational expertise, team leadership experience, and a passion for advancing environmental solutions.

Key Responsibilities

Fundraising Operations and Strategy Execution (60%)

- Collaborate with leadership to set fundraising priorities, align revenue goals with the annual budget, and ensure strategic allocation of resources.
- Execute comprehensive fundraising plans to grow individual, corporate, foundation, event, and planned giving support.
- Manage and optimize systems for annual funds, special campaigns, donor stewardship, and fundraising events.
- Track fundraising performance, analyze donor pipeline health, and provide actionable insights to support revenue growth.
- Lead cross-functional collaboration on TLC's comprehensive campaign activities, financial reconciliation and reporting, and high-impact donor and public engagement events.
- Manage volunteers, including board members and the Development Committee to support donor cultivation, solicitation, and stewardship.
- Oversee optimal use of Raiser's Edge NXT donor CRM system to maintain accurate records, track giving trends, and generate insightful reports.
- Use other data analytics to identify opportunities to increase efficiency and donor engagement.

Team Leadership and Performance Management (25%)

- Supervise and mentor a 3-person fundraising team, third-party vendors, and contractors.
- Establish team goals, conduct performance evaluations, and foster a culture of accountability and growth.
- Promote a collaborative, mission-driven work environment aligned with the organization's values of equity, inclusion, and sustainability.

Donor Engagement and Portfolio Management (15%)

- Maintain a small portfolio (30-50) of mid-level donors and prospects through personalized cultivation and solicitation strategies.
- Partner with the Director of Advancement on donor pipeline development, segmentation, and stewardship strategies.
- Support the preparation of donor briefings, proposals, and impact reports.

Skills and Qualifications

- 5–7+ years of experience in nonprofit fundraising, with a focus on operations, donor relations, and team management

- Proven ability to oversee systems, processes, and teams that support fundraising goals, including major donor strategies and moves management frameworks
- Experience using fundraising CRMs and donor databases (Raiser's Edge preferred) including data analysis and reporting
- Excellent communication, project management, and organizational skills
- Ability to work effectively with a wide range of stakeholders, including donors, board members, and program staff
- Experience in or strong commitment to environmental sustainability and conservation
- Commitment to diversity, equity, inclusion, accessibility, and belonging, fostering a collaborative work environment
- Proficiency with Microsoft Office/Office 365 and project management software
- Reliable transportation and ability to travel to in-person meetings and TLC worksites

Work Schedule and Benefits

This is a full time (40 hours/week), hybrid, permanent, exempt position. The work schedule for this position is normally Monday-Friday. After onboarding, a typical week involves active daily interaction with philanthropy and senior leadership staff with at least one day in person in one of TLC's offices. In addition to salary, regular holidays, and paid time off, employees receive 100% employer-paid group medical, vision and dental insurance with a Health Savings Account or Flexible Spending Account, short-term and long-term disability insurance, term life insurance, and an Employee Assistance Program. TLC also offers a voluntary 403(b) retirement plan and an employer-paid Simplified Employee Plan beginning after 12 months of employment. Beyond standard benefits, employees receive funding to participate in diversity, equity, and inclusion training and opportunities for individual professional development on an ongoing basis.

Equal Opportunity

TLC is an equal opportunity employer that recruits, hires, trains, and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, gender identity, national or ethnic origin, disability, veteran status, or age. People of color, LGBTQ people, people with disabilities, and members of other historically disenfranchised populations are strongly encouraged to apply.

We strive to ensure our hiring process, including the submission of the application, meets your needs. To submit an application to this post, you will need to upload a resume and answer a few questions (using open text and multiple choice answers). If there are accommodations that would help you in submitting the application, please email hr@triangleland.org. For accommodations needed during the interview process, we have a section to indicate this in the application (no need to email).

Preview of Application

To submit application, please visit: <https://triangleland.org/about/job-opportunities>

Required upload(s): Resume (no cover letter)

Applications Questions:

- 1) Why does this position at TLC interest you? Describe the experience, skills and qualities you would bring to this position. [open response]
- 2) Describe how you have set goals and measured performance for a fundraising team in a past role. Please include a specific example. [open response]
- 3) Describe a time when you implemented or improved a fundraising operations process. What challenge were you addressing, and what was the outcome? [open response]
- 4) What donor database/CRM systems have you used? How have you used data to inform or shape fundraising strategy? [open response]
- 5) Why are you passionate about conservation work, and how does that influence your approach to philanthropy? [open response]
- 6) Please let us know of any accommodations you may find helpful while engaging in our hiring process. (optional) [open response]