



# NORTHCOAST REGIONAL LAND TRUST

---

Application Packet for the position of: **Associate Director (Development & Strategy)**

The Northcoast Regional Land Trust (NRLT) seeks a strategic, relationship-driven, and highly organized Associate Director to lead and grow fundraising and organizational development efforts for a dynamic conservation nonprofit serving northwestern California.

Staff work alongside an engaged community of volunteers, private landowners, and conservation partners. We believe diverse perspectives strengthen our work and encourage candidates from all backgrounds and lived experiences to apply.

Learn more: [www.ncrlt.org](http://www.ncrlt.org)

**Start Date:** June 1, 2026 (or as mutually agreed)

**Status:** Full-time, 32-40 hours/week (negotiable)

**Starting Salary Range:** \$83,200-\$100,000 (depending on experience)

**Benefits:** Generous paid holidays and vacation leave; paid sick leave; employer-paid health insurance; up to 3% SIMPLE IRA match; flexible schedule, and professional development support.

**Application Review Begins:** May 13, 2026 (open until filled)

## **About the Northcoast Regional Land Trust:**

Based in Arcata, California, NRLT is an accredited land trust that has protected over 81,000 acres of forest, farms, oak woodlands, wetlands, and rangelands since 2000. These landscapes sustain our human communities, support rural livelihoods, and provide vital wildlife habitat.

We connect people with wild and working lands, support producers in the region, and inspire current and future land stewards through education and community-centered conservation programs. Building trusted, long-term relationships is central to NRLT's conservation mission.

NRLT is fortunate to have a strong community support base, stable revenue, multi-year strategic plan, and devoted partnerships that make our organization effective in our mission to conserve, restore and steward this region's vital landscapes. With a steady stream of conservation projects, expanding stewardship and habitat restoration work, and meaningful community engagement opportunities, this is an exciting time to join our team.

## **Position Summary:**

The Associate Director is a senior leadership role and key partner to the Executive Director, responsible for leading Northcoast Regional Land Trust's funding strategy and development while supporting overall organizational effectiveness and growth. The ideal candidate will have a demonstrated passion for NRLT's conservation mission, familiarity with the region, and a strong collaborative spirit.

As a senior leader, this role has primary responsibility for development (approximately 60% of time), including donor engagement, major gifts, and grants (both public agencies and private foundations), while also contributing to organizational operations, cross-team coordination, and strategic alignment (approximately 40%). This role will help strengthen internal systems, coordinate across teams, and ensure that fundraising efforts are closely tied to conservation priorities.

Working closely with the Executive Director, Board, Advisors, and staff, the Associate Director plays a central role in advancing NRLT's mission to conserve and steward working lands and diverse habitats throughout the region.

This is a newly created position designed to expand NRLT's organizational capacity at a pivotal stage of growth. Historically, fundraising and outreach functions have been led by a single staff role. As NRLT's programs, partnerships, and funding opportunities have grown, this position reflects a strategic investment in dedicated development leadership and stronger organizational systems to support long-term sustainability.

### **Key Responsibilities:**

#### **Development Leadership & Strategy (Primary Focus)**

- Lead and grow NRLT's fundraising program, including annual giving, major gifts, grants, sponsorships, and planned giving
- Develop and implement annual fundraising plans, as well as special campaigns, aligned with organizational goals and long-term strategy
- Collaborate on grant strategy, proposal development, reporting, and funder relationships with both private foundations and public agencies.
- Partner with the Executive Director, Board and staff to identify, cultivate, and steward donors and prospects
- Support and help lead donor-facing aspects of key events, including NRLT's annual celebration, Boots & Birkenstocks
- Supervise, mentor, and support development-related staff and volunteers, including setting priorities, providing feedback, and fostering professional growth

#### **Donor Engagement & Systems**

- Oversee donor stewardship and recognition systems to ensure timely, meaningful engagement
- Ensure strong systems for timely, accurate gift processing and donor acknowledgment
- Lead strategic use of the donor database (DonorPerfect or similar), ensuring data integrity and effective use
- Support staff training and adoption of CRM best practices and reporting tools
- Coordinate donor communications across staff, Board, and key stakeholders
- Partner with outreach and communications staff to develop compelling donor-facing content
- Prepare proposals, presentations, and communications materials
- Help build a strong culture of philanthropy across the organization

#### **Organizational Operations & Systems (Shared Leadership)**

- Partner with the Executive Director and Operations Director on organizational planning, internal systems, and process improvement

- Help strengthen internal infrastructure, including tracking, reporting, and workflow systems
- Contribute to budgeting, planning, and organizational decision-making
- Support coordination to ensure organizational alignment across departments, including guiding staff workflows and cross-functional collaboration
- Other duties as assigned

### **Programmatic Alignment & External Engagement**

- Collaborate with leadership to align fundraising priorities with conservation strategy, programmatic priorities, and staffing capacity
- Participate in donor and partner engagement related to NRLT's land protection and stewardship work
- Represent NRLT in community settings, events, and partner meetings

### **Board & Committee Partnership**

- Serve as staff liaison to the Board's Friends and Fundraising Committee
- Support Board engagement in fundraising, including training and strategy development
- Prepare reports and analysis to inform Board and leadership decision-making
- Ensure practices align with NRLT policies, Land Trust Alliance standards, and accreditation requirements

### **Qualifications**

- Interest in land conservation, stewardship, and NRLT's mission
- 5+ years of relevant experience in nonprofit leadership, development, or a related field
- Demonstrated experience in fundraising, donor engagement, grants, or relationship-based work
- Experience managing staff and/or volunteers, with a collaborative leadership approach
- Strong written and verbal communication skills
- Excellent organizational and project management ability, with capacity to manage multiple priorities
- Comfort working across functions in a growing organization
- Proficiency with CRM systems, spreadsheets, and standard office software
- Experience managing projects or programs, ideally in a related field
- Demonstrated ability to translate technical concepts such as conservation easements and restoration project design into clear, compelling funding proposals
- Experience working with private landowners and rural communities is a plus

### **Leadership Profile (Who Thrives in This Role)**

- A relationship-builder who is energized by connecting people to mission
- A strategic generalist who can move between big-picture planning and day-to-day execution
- Someone who enjoys building systems and improving how organizations function
- A collaborative leader who can work effectively with staff, Board members, and community partners
- A self-directed professional who is comfortable operating in a growing, evolving organization
- A people-centered manager who can effectively supervise, mentor, and develop both staff and volunteers

## **Growth Opportunity**

NRLT is committed to supporting staff growth as the organization develops, with an emphasis on aligning roles and responsibilities with individual strengths and professional interests over time.

## **Physical & Work Requirements**

- Ability to work at a computer for extended periods
- Ability to navigate outdoor terrain, including walking one mile or more on uneven surfaces during donor visits and events, with or without reasonable accommodation
- Hybrid schedule may be considered after demonstrated performance and training
- Valid driver's license and current auto insurance

## **First-Year Success**

Success in this role will be measured not only by fundraising outcomes, but by the strength of systems, relationships, and organizational alignment built over time.

### **Within the first 3–6 months, the Associate Director will:**

- Develop a strong understanding of NRLT's programs, properties, funding streams, and donor base
- Build relationships with key stakeholders, including the Executive Director, staff, Board members, advisors, and core donors
- Evaluate current fundraising activities, systems, and opportunities for growth
- Actively participate in donor cultivation and stewardship efforts
- Gain proficiency with NRLT's CRM and existing development processes
- Lead implementation of current fundraising plan

### **By the end of the first year, the Associate Director will:**

- Strengthen donor stewardship practices and improve consistency of engagement
- Expand and actively manage a portfolio of donor and prospect relationships
- Support successful execution of key fundraising events and campaigns
- Improve internal coordination between fundraising, programs, and operations
- Identify and begin implementing improvements to fundraising plan, systems, and workflows.

### **Longer-term success includes:**

- Demonstrating measurable growth in fundraising capacity and revenue stability
- Building a more structured and sustainable development program
- Increasing Board engagement in fundraising efforts
- Helping position the organization for continued, sustainable growth

## **Application Instructions**

Please submit the following materials as a single PDF (preferred):

1. Application cover sheet (see attached)
2. Cover letter
3. Resume
4. List of at least three professional references
5. Optional supporting materials (≤ 4 pages)

Send to: [jobs@ncrlt.org](mailto:jobs@ncrlt.org)

**Review of applications begins May 13, 2026.**



# NORTHCOAST REGIONAL LAND TRUST

## APPLICATION COVER SHEET

<b>Position: Associate Director (Development &amp; Strategy)</b>	
<b>Full Legal Name (Last, First, Middle Initial)</b>	<b>Primary Phone</b>
<b>Preferred Name (optional)</b>	<b>Alternate Phone (optional)</b>
<b>Mailing Address (including City, State, and Zip)</b>	<b>Email Address</b>
<b>Are you legally authorized to work in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>This position may require driving for work purposes. If hired, can you provide a valid driver's license and proof of auto insurance?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
<b>Earliest Available Start Date:</b>	
<b>How did you hear about this position?</b> <input type="checkbox"/> NRLT Website <input type="checkbox"/> Job Board (please specify): _____ <input type="checkbox"/> Referral (name): _____ <input type="checkbox"/> Social Media (please specify): _____ <input type="checkbox"/> Other: _____	
<b>Professional Profile or Portfolio (optional):</b> LinkedIn / Website: _____	

I certify that the information provided in this application and all attachments is true and complete to the best of my knowledge. I understand that any falsification or omission may disqualify me from consideration or, if employed, may result in termination. I authorize verification of the information provided, including contact with references and educational institutions.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_