



Job Title:	Director of Development	Position Type:	Full-time, Exempt
Location:	Bedford Hills, NY	Reporting To:	Vice President of Philanthropy

About Westchester Land Trust:

Westchester Land Trust (WLT) is a conservation organization dedicated to preserving and restoring natural landscapes. We collaborate to protect land in Westchester and eastern Putnam counties. Since our founding in 1988, WLT has protected 9520 acres of open space. WLT is an accredited organization with the Land Trust Alliance. We work in urban, suburban, and exurban areas to promote environmental stewardship, land preservation, and community connections with nature. WLT owns more than 1,200 acres of land and most preserves are free and open to the public year-round.

WLT is committed to fostering a diverse, inclusive, and equitable culture while expanding our reach through innovative partnerships and community driven conservation projects. We are adjusting organizational systems, structures, and policies to increase equity, embrace opportunities for growth, and expand space in our organizational culture for those who have not been historically included. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Diverse candidates and candidates with nontraditional backgrounds are encouraged to apply. WLT is an equal opportunity employer.

About the Opportunity:

The Director of Development (DD) is responsible for advancing WLT's visibility and financial sustainability. This role leads integrated fundraising and communications strategies that deepen relationships with donors and the broader community, translating WLT's mission into compelling narratives and measurable financial growth. Reporting to the Vice President of Philanthropy, the Director partners closely with leadership to shape fundraising strategy, strengthen donor relationships, and position WLT for long-term regional impact. The Director will supervise several staff and will foster a collaborative, inclusive culture that reflects WLT's values of equity, community connections, and land protection.

The DD will lead the implementation of WLT's strategic development plan to support the organization's mission and growth in alignment with the Land Trust Alliance's Standards and Practices. Working closely with the Vice President of Philanthropy and President, the DD oversees fundraising, events including the Annual Benefit, grants, donor stewardship, and marketing efforts. The ideal candidate is an engaging people-person who is talented in integrating varied fundraising strategies and has an appreciation for the natural world and permanent protection of it.

Key Responsibilities:

Fundraising & Revenue Strategy – 40%

- Implement annual fundraising plan aligned with organizational goals and strategic plans
- Manage fundraising campaigns: individual, planned giving, and major donors
- Manage annual benefit (Gala) and donor cultivation/fundraising events
- Evaluate and track fundraising progress and report results to leadership



Grant Management – 25%

- Lead WLT's interdisciplinary grants team monthly meetings and oversee the identification, research, and applications to federal, state, corporate, and foundation grants. This includes submissions, reporting, compliance, and funder relationships
- Manage WLT's grant calendar and pipeline to ensure growth

Donor Stewardship – 15%

- Build and manage a comprehensive donor stewardship program
- Oversee the management of donor records and data integrity in the CRM
- Create tailored donor journeys and communication plans for various support levels
- In partnership with WLT's Vice President of Philanthropy and President, implement WLT's Major Donor and Planned Giving programs

Marketing & Communications Oversight – 15%

- Oversee marketing and communications strategy to expand WLT's support base and relevancy
- Ensure consistent messaging across fundraising, digital, print, and outreach materials
- Collaborate on content development, storytelling, and campaigns

Leadership & Collaboration- 5%

- Serve as a key member of the organization's leadership team
- Collaborate across departments to align fundraising with programs and impact
- Support and engage Board members in fundraising and donor outreach efforts
- Manage consultants, vendors, or future development staff as the organization grows
- Assist with annual budget and annual audit
- Other duties as assigned

Qualifications

- Bachelor's degree or equivalent experience in nonprofit development, communications, or a related field
- 3–7 years of progressive experience in fundraising roles
- Demonstrated success in donor relationship management, grant writing, and event management
- Excellent written and verbal communication skills
- Highly organized, strategic, and relationship-driven
- Enthusiastic about professional growth and advancing in nonprofit leadership
- Must be proficient in Microsoft office products including excel and word, and fundraising databases, auction software, etc.

PERSONAL ATTRIBUTES:

- Passionate about conservation and land protection a plus.
- Collaborative and inclusive leadership style.
- A strategic thinker who is flexible and adaptable to fast-paced and changing environments.
- A sense of humor.

We appreciate that a great candidate for this job may not precisely meet all the above criteria; if you believe you are the right person, apply today and tell us why!



SALARY and BENEFITS and LOCATION:

Compensation range is \$77,000- \$85,000 based on experience. Competitive benefit package includes health insurance, retirement plan/employer match, 12 paid holidays, generous PTO and professional development opportunities. This position is based in Bedford Hills, NY and is an office-based position with limited WFH option available. Some weekend, and evening hours, and travel is required.

APPLICATION INSTRUCTIONS:

Send resume and cover letter to info@westchesterlandtrust.org with the following subject line:
Development Director Application_Last Name_First Name

Cover letter should answer the following: *"How do you align an organization's fundraising strategy with its organizational mission and measure success beyond dollars raised?" "Why do you think people should support land protection?"*

No phone calls or emails, please. Applicants will receive a notification confirming receipt of their submission. Confirmation emails will be issued on a weekly basis beginning Friday, January 9. Successful candidates will be invited for an interview. Applications without a cover letter **will not be reviewed**. Applications will be accepted until the position is filled.

Westchester Land Trust is an equal opportunity employer and acts in accordance with applicable laws in our hiring and employment practices.

Updated:12_18_2025