



SOUTH KINGSTOWN LAND TRUST

Open Space Makes All the Difference

JOB DESCRIPTION

SOUTH KINGSTOWN LAND TRUST

Development & Engagement Director

Reports to: Executive Director

Status: Full-time exempt, 40 hours per week

Salary: \$60,000 - \$70,000

Job Summary:

The South Kingstown Land Trust (SKLT) seeks an experienced full-time, 40 hours a week, Development & Engagement Director with a passion for the care and stewardship of protected open space. The Development & Engagement Director will provide critical support for all elements of SKLT's fundraising initiatives that sustain the general operating budget and grow stewardship reserves.

This full-time position is ideal for someone who is more experienced and interested in using their skills to engage new audiences and support existing fundraising efforts. This role requires strong attention to detail, the ability to work quickly, exceptional communication skills, and the professional flexibility required by a growing non-profit.

SKLT was started in 1983 by a small group of concerned South Kingstown residents and has grown into an Accredited Land Trust responsible for the stewardship of over 200 properties either owned in fee and or protected by a conservation easement that total over 3000 acres. In addition to open fields, forest and agricultural land the owned properties include an historic water-powered gristmill, and an original South County summer home of significant cultural significance, plus over 14 miles of publicly accessible walking trails. SKLT focuses its conservation efforts in the Town of South Kingstown, RI and works closely with many constituencies throughout the town and region. The Development & Engagement Director's efforts will support the outreach to inform and engage both the year-round residents and seasonal visitors about SKLT and the vital role the organization plays in preserving the beauty, habitat, agriculture, and water quality of this special place.

The position reports to and works closely with the Executive Director.

Primary responsibilities:

- Assist the Executive Director in creation and execution of SKLT's annual fundraising plan for individuals, foundations, and corporations.
- Manage and update the donor database, Little Green Light (LGL),
- Ensure consistent "brand expression"
- Support the implementation of individual giving:
 - membership program: recruitment, orientation, recognition, renewal
 - manage various appeal processes
 - process and acknowledge gifts and steward donors

- Provide fundraising administrative support for Executive Director (e.g., planning and processing acceptances for programs and events)
- Work with other staff members to offer engaging and meaningful events and engagement opportunities for members and donors
 - Solicit corporate sponsors and develop sponsorship programs for events
 - Solicit and incorporate volunteer support for events
 - Solicit and schedule lectures, programs, guided hikes, etc.

Desired Qualifications:

- Passion for SKLT mission
- Terrific organizational skills, thoroughness, and keen attention to detail
- The ability to articulate clear and grammatically correct messages in written and oral formats
- Excellent project management skills
- Demonstrated ability to be creative, take initiative, and be strategic to prioritize workload, meet tight deadlines, and achieve goals
- Ability to work effectively with either specific instructions or little supervision
- Ability to think creatively and ask challenging questions
- Demonstrated reliability, with ability to work as a part of a team as well as independently
- Ability to perform flexibly in an office setting with a small staff
- Demonstrated proficiency with the Microsoft Office suite of applications and Excel
- Demonstrated proficiency with a donor management system, LGL preferred
- Demonstrated proficiency with basic graphic design, Adobe Acrobat Pro and Canva
- Experience with QuickBooks, credit card and ACH payments
- Experience with social media platforms including WordPress and MailChimp.
- Experience in fundraising and development
- Familiarity with protocols in handling confidential information
- Ability to serve as an ambassador for SKLT locally and regionally
- Ability to accompany donors on trails of moderate difficulty
- The ability to work at events and programs, including some nights and weekends
- Ability to work in a collaborative and collegial manner with a wide range of people; including SKLT staff, trustees, volunteers, members, donors, and landowners
- Positive attitude, strong work ethic and sense of humor
- Minimum B.A. or comparable degree required, 5 years related office & professional experience

Physical Work Requirements:

The working environment of the Development & Engagement Director is primarily in a professional office setting. However, the Development & Engagement Director is expected to travel to off-site locations to attend meetings, stage events and other job-related activities. The office duties are often sedentary and require computer proficiency, the ability to operate general office equipment and lift 20 lbs. Must possess valid driver's license and have regular access to a vehicle.

Benefits:

The South Kingstown Land Trust offers competitive compensation, flexible work policies, and a collaborative work environment. SKLT's culture supports and inspires conservation achievement and personal development; thus, we provide professional development opportunities. SKLT values work-life balance in its employment practices and flexible scheduling, 11 paid holidays, generous PTO, health and retirement benefits, and a dog-friendly office with pre-qualified dog. Offices are located in a newly constructed building on The Woodcock Campus at 17 Matunuck Beach Road, South Kingstown, RI.

To Apply:

Please submit a cover letter and resume with "**Development & Engagement Director Application**" in the subject to info@sklt.org. Applications are only accepted electronically. No phone calls please. The South Kingstown Land Trust will begin to review applications September 4, 2026. The position will remain open until it is filled.

SKLT is committed to enhancing diversity and inclusion in our organization and in land conservation. Multiple perspectives and experiences help strengthen our work as an organization and enhance our relevance throughout communities currently underrepresented in the land conservation sector. All qualified candidates are encouraged to apply.