

**COLORADO SPRINGS ADDRESS**

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Annual Fund Specialist

Posted Date: July 22, 2026

Position Closing Date: Open until filled

Location: Colorado Springs

Job Type: Full-time, exempt position

Salary Hiring Range: \$65,000 - \$73,000

The Opportunity

Palmer Land Conservancy (Palmer) is looking to expand its dynamic team with the addition of a full-time Annual Fund Specialist.

At Palmer, we believe people make this work happen.

Palmer's Philanthropy and Community Engagement team helps people turn their love of Colorado - its natural beauty, locally grown food, outdoor recreation - into smart, strategic, and lasting conservation impact. They are responsible for caring for and stewarding our existing donor relationships, as well as welcoming new donors to our community of land and water champions. As an organization that has been a community partner for nearly 50 years, we have decades of people who generously support our work with donations. And yet, the threats facing our state's land and water—the very sources of the Colorado Good Life—have never been more urgent. This role helps ensure that, together with Colorado's philanthropic community, we have the resources we need to be strategic and responsive to the conservation challenges and opportunities today, and on the horizon.

The Annual Fund Specialist is responsible for growing Palmer's base of annual supporters, as well as deepening relationships and engagement with existing donors. This includes Palmer's communities of Land Lovers and Millennium Society. This role will work closely with the Philanthropy and Community Engagement team to implement outreach strategies, annual campaigns, events, sponsorship opportunities, communications, reporting, and stewardship systems.

The ideal candidate is a relationship-builder, strong communicator, and detail-oriented fundraiser who can manage outreach, campaign execution, data tracking, and engagement from initial contact through long-term engagement. As a member of Palmer's Philanthropy and Community Engagement team, this position will serve as an ambassador for Palmer's mission and fundraising program through professional networks, public speaking opportunities, community events, and donor meetings.

Benefits

Palmer offers full-time employees top-tier benefits including: robust employer-sponsored healthcare package, which includes medical, dental, and vision benefits; retirement plan with company contribution; short-term and long-term disability; and generous Paid Time Off.

Company Culture

Palmer has been named one of the Best Workplaces in Colorado Springs by the Gazette!

We are a diverse, vibrant team built on a foundation of shared curiosity, ingenuity, and a commitment to continuous growth. For us, organizational excellence isn't just a metric—it's a daily practice. We actively nurture our strong, collaborative culture, and every member of our staff actively works to steward and evolve it.

The work environment is goal-based, with work plans focused on identifying and achieving attainable yet ambitious objectives within a quarterly timeline. This is not a micro-managing environment—employees are trusted to complete their work with a high level of personal responsibility.

Palmer's employees are hardworking, high performers, and in exchange, they are supported in pursuing work-life flexibility with policies such as generous paid time off, sabbatical leave for long-term employees, and remote work options.

About Palmer Land Conservancy

Organizational Overview

Palmer is one of Colorado's leading nonprofit land conservation organizations and one of the country's first 100 nationally accredited land trusts through the Land Trust Alliance. Palmer is committed to protecting land and water for the well-being of nature and people. Since 1977, the organization has permanently protected 150,000+ acres, including over 20 public parks and open spaces, working farms and ranches, wildlife habitat, and scenic views.

Our main office is in downtown Colorado Springs, and we have satellite offices in Pueblo and Greeley. For more information, visit palmerland.org.

Core Duties and Responsibilities

Fundraising and Annual Campaigns

- Create and implement annual fund solicitations, including direct mail, email, digital appeals, and other campaign materials designed to reach new audiences and renew existing supporters.
- Manage the planning, execution, processing, and completion of annual fundraising campaigns.
- Develop and execute strategies to increase engagement, encourage recurring giving, and deepen participation.
- Continuously identify and pursue new funding opportunities with aligned philanthropic, community, and organizational goals.
- Support event-based donor outreach, including sponsorship solicitations, guest follow-up, and acknowledgment.

Donor Stewardship and Retention

- Partner with the Communications Manager to create communication materials that provide a consistent, high-quality experience.
- Develop and execute stewardship activities to ensure supporters feel engaged, appreciated, and informed.
- Support acknowledgment processes for campaigns, events, sponsorships, and recurring gifts.
- Collaborate with staff and the Board of Trustees to identify opportunities for meaningful donor engagement.

- Build a strong understanding of Palmer's work through participation in priority initiatives, community events, landowner events, and organizational activities.

Donor Data, Reporting, and Administration

- Develop and manage the Annual Fund budget, including both revenue and expense projections.
- Database management using NeonCRM to ensure consistent and accurate data entry, tracking, reporting, and stewardship protocols are being effectively utilized.

Preferred Skills, Knowledge, & Experience

Qualifications

- Proven track record of donor engagement, cultivation, solicitation, and stewardship.
- Passion for thinking and working entrepreneurially in a fast-paced environment, including a knack for finding undiscovered opportunities and problem-solving to create mutually beneficial outcomes.
- Exceptional written and verbal communication skills along with a desire and ability to effectively communicate to large and small audiences in various formats and settings.
- Proven ability to build relationships with donors, sponsors, community members, staff, and board members.
- Experience with annual campaigns, direct mail, email solicitations, fundraising events, or donor stewardship preferred.
- Strong technical proficiency with CRM systems, spreadsheets, and reporting tools.
- Ability to optimize resources—time, financial, human, and other—to achieve organizational goals.
- Deep affinity for and unwavering commitment to mission-centric, collaborative, ethical fundraising that is fun, inclusive, and impactful.
- Experience with corporate sponsorships, recurring giving programs, or donor segmentation preferred.

Other Requirements

Travel and extended work hours, including some weekends and evenings, are required. The ability to traverse steps, uneven surfaces, and non-developed pathways in and outdoors, as well as lifting, bending, and long periods of sitting, may all be required. A valid driver's license and the ability to drive distances of 6-8 hours in a single day and after dark are necessary.

How to Apply: The position is open until filled, and interviews will be done on a rolling basis, so candidates who are interested are encouraged to apply early. Applicants should submit 1) a cover letter, 2) resume, and 3) list of three references by email to: jobs@palmerland.org with the subject line Annual Fund Specialist. With your application, please also submit a short description of how Colorado's land and water resources support your version of the Colorado Good Life. References will not be contacted unless you are selected for a final interview.

Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, Palmer Land Conservancy encourages you to apply.