



## **Major Gifts Officer for Save the Redwoods League**

**Save the Redwoods League** protects and restores redwood forests and connects people with their peace and beauty so these wonders of the natural world flourish. Founded in 1918, Save the Redwoods League is an established conservation leader that utilizes sound science and cutting edge conservation tools to ensure that California's unique redwood forests exist for millennia more. To learn more about us, go to [www.SaveTheRedwoods.org](http://www.SaveTheRedwoods.org).

Reporting to the Director of Major and Planned Gifts, the Major Gifts Officer will actively support Save the Redwoods League's mission by raising funds for land acquisition and restoration, the redwood parks, and our robust science and education programs. This position is responsible for meeting specific annual revenue goals and contributing to the overall achievement of development team revenue goals.

The Major Gifts Officer develops, manages, and solicits an active portfolio of approximately 150 donors and prospective donors at the \$10,000 and above giving level to ensure that they are inspired by the League's mission and engaged in supporting the organization. In addition, s/he will work closely with volunteer solicitors, other members of the ten-person development team, as well as with conservation programs, outreach and finance staff to develop strategic and targeted giving opportunities for major donors.

### **ESSENTIAL DUTIES AND FUNCTIONS:**

- Develops and implements individual donor strategies to cultivate, solicit, and steward a portfolio of approximately 150 donors and prospective donors who contribute \$10,000+, with an emphasis on \$100,000+ gifts
- Works with high level volunteers, senior leadership, members of the development team, and program staff; engages and solicits assigned major donor prospects
- Collaborates with the Director of Major and Planned Gifts and Chief Development Officer; designs and facilitates solicitations for the CEO, other senior staff, and board members; develops donor briefings for key meetings and solicitations
- Collaborates with development and program staff; creates compelling proposals and presentations
- Participates on the Major Gifts team; helps develop campaign goals, strategies, timelines, budgets and compelling gift opportunities, including those related to the League's 2018 Centennial Campaign
- Works with key staff leadership; plans and implements portfolio donor and prospect activities and events
- Participates in department-wide events

### **QUALIFICATIONS:**

- Strong commitment to the mission of Save the Redwoods League
- Bachelor's degree or comparable experience
- Five to seven years of successful fundraising experience; two or more years in major gifts fundraising
- Proven track record of cultivating, soliciting and stewarding donors resulting in five and six-figure gifts
- Competent in Word, Excel, Outlook, PowerPoint, and donor databases, preferably Raiser's Edge
- Demonstrated effectiveness working with high-level volunteers
- Knowledge of development principles, fundraising strategies and ethics, familiar with "moves management" donor tracking systems
- Knowledge of conservation programs preferred

- Results-focused self-starter with a collaborative approach and a strong team-oriented style
- Superior interpersonal, oral and written communication and presentation skills; ability to represent the League's mission and interests to a diverse group of people
- Strong organizational skills; ability to prioritize and manage concurrent multiple projects to meet deadlines
- Experience planning major donor cultivation events
- Campaign experience preferred
- Willingness to travel frequently; available to work weekends and evenings as necessary; valid driver's license and safe driving record
- Frequently required to hike through forest land while working off-site; walk on uneven ground; climb over obstacles and accessing remote locations
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds

**TO APPLY:**

Please submit your resume and cover letter, including salary history and expectations, attached as a Word document to: **Jobs@SaveTheRedwoods.org**; please put "MGO" in the subject line of your e-mail.

**NO CALLS PLEASE...we are busy protecting redwoods.**