



Major Gifts Associate at Save the Redwoods League

One thousand year-old trees in an ancient forest! As our Major Gifts Associate, you would be a member of the development team focused on donor partnerships to protect and preserve these natural wonders for future generations.

The Major Gifts Associate supports the Major Gifts team in the execution of the League's Major Gifts program. The Major Gifts Associate's primary duties include coordinating the major gifts prospect development and portfolio management process, providing administrative support to the Director of Major Gifts and the Major Gifts team, and assisting with cultivation events and activities.

For over 100 years, Save the Redwoods League has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. To learn more about us, go to www.SaveTheRedwoods.org

We provide excellent benefits including paid vacation and sick time, medical, dental, transit benefits, life insurance and a generous 401K!

Responsibilities:

Major Gifts Support:

- Works with the Director of Major Gifts to review and assign new major donor prospects; implements system for tracking major donor qualifications
- Coordinates portfolio management process, pipeline management and tracking major donor qualifications; manages major donor prospect pipeline process
- Coordinates and manages major gifts projects such as wealth screening updates and major gifts mailings
- Coordinates the acknowledgement process for portfolio-managed donors and gifts over \$1,000; welcomes new Redwood Leadership Circle and Canopy Club Circle donors
- Performs research to screen major donor prospects

Event Support:

- Assists with cultivation events and activities, including house parties, donor hikes and tours; prepares event itineraries and timelines; coordinates logistics such as invitations, travel, accommodations, and catering

Administrative Support:

- Maintains, organizes, and updates major donor files in the shared drive and Raiser's Edge
- Provides administrative support to the Major Gifts Team including invoice/contract routing and processing, file and collateral maintenance, processing expense reports, assistance with travel, and interdepartmental coordination of publication review schedules and deadlines

QUALIFICATIONS and WORKING CONDITIONS:

- Committed to the mission of Save the Redwoods League
- Bachelor's degree or comparable experience
- Minimum 2 years administrative support experience required
- Nonprofit development and donor database experience preferred
- Proficient with Microsoft Office, basic publishing software such as Adobe Photoshop and InDesign, and Raiser's Edge (or equivalent database) and/or willingness to learn
- Experience working with high level volunteers and donors preferred
- Strong verbal and interpersonal communications skills
- Strong writing and editing skills (writing sample may be requested)
- Organized and efficient, capable of managing multiple projects in a timely manner
- Accurate and impeccable attention to detail
- Customer service experience highly desirable
- Ability to work independently and be a contributing team member
- Sense of humor, grace and warm professionalism
- Occasional weekend and evening responsibilities
- Occasionally required to hike through forest land while working off-site including walking on uneven ground, climbing over obstacles, and accessing remote locations
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds

To Apply:

If this fits you, please submit your resume, cover letter, and salary expectations to:

Jobs@SaveTheRedwoods.org -- please put "**Major Gifts Associate**" in the subject line of your e-mail.

NO CALLS PLEASE . . . we are busy protecting redwoods. THANK YOU!

Save the Redwoods League is an Equal Opportunity Employer

Fluent English speakers who are bi- or multi-lingual, including indigenous language speakers, are encouraged to apply.