



**MAJOR GIFTS ASSOCIATE
JOB DESCRIPTION SUMMARY
REPORTS TO: CHIEF DEVELOPMENT OFFICER
APRIL 2016**

BASIC PURPOSE OR FUNCTION OF THE POSITION:

The Major Gifts Associate supports the Chief Development Officer (CDO) and the Major Gifts team in the execution of the League's Major Gifts program. The Associate also supports the Development Committee of the Board of Directors and is the primary planner of the League's Annual Meeting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Chief Development Officer and Major Gifts Team Support

- Support CDO and gift officers in generating donor correspondence including solicitation letters and proposals.
- Prepare all gift acknowledgement letters for portfolio managed donors and reports and presentations used in donor cultivation and stewardship.
- Manage cultivation events and activities, including donor hikes and tours; prepare event itineraries and timelines and coordinate logistics such as travel, accommodations, and catering.
- Assist Major Gifts team with implementation of special mailings, including mail merging, printing, packaging, postage, etc.
- Maintain donor hardcopy and Raiser's Edge files, and assume responsibility for organizing and optimizing these files.
- Provide prospect profiles in support of strategic cultivation strategies for major donors and prospects, help manage the major gift prospect pipeline by periodically updating the Raiser's Edge query and alerting gift officers when new Redwood Leadership Circle and Canopy Club Circle level gifts are received.

Board of Directors and Committee Support

- Assist CDO in preparing for Development Committee meetings including meeting notices, agendas, meeting materials and presentations, and recording and transcribing meeting minutes.
- Support the CDO in the Governance Committee recruitment process, including maintaining the Board Profile and Board and Council Prospect Matrix.

Annual Meeting Support

- Manage the event planning for the Annual Meeting, including: developing the timeline and monitoring progress, securing venue(s), developing and managing event budget, vendor contracting
- Develop and execute the communications plane for the Annual Meeting, including creating and sending notifications and invitation/registration materials, staff training, and event

production, all in accordance with event timeline and in coordination with the CDO, the Planning Team and Production Team members.

- Coordinate directly with program project manager(s) to plan and execute hikes/site visits to League properties and projects near the meeting location.

Administrative Support

- Provide administrative support to the CDO and Major Gifts Team including budget preparation, expense reporting, invoice/contract routing and processing, travel and meeting coordination, proactive calendar management, file maintenance, and interdepartmental coordination of publication review schedules and deadlines.
- Assist in the facilitation of Development Department bi-weekly meetings, including scheduling, attendance, agenda and materials preparation, taking meeting minutes and following-up on discussion items.
- Serve as point of contact between the Development Department and other Departments.
- Special projects as assigned.

QUALIFICATIONS:

- Bachelor's degree or comparable experience.
- Minimum two years administrative support experience required.
- Nonprofit development experience 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 with competing priorities to the highest standards in a timely manner.
- Accurate and impeccable attention to detail.
- Proactive self-starter requiring minimal supervision, but also works well on team.
- Proficient with Microsoft Office, basic publishing software such as Adobe Photoshop and InDesign, and Raiser's Edge (or equivalent database).
- Experience working with high level volunteers and donors preferred.
- Customer service (especially phone) experience highly desirable.
- Strong commitment to the mission of Save the Redwoods League.

SUPERVISORY RESPONSIBILITIES:

- None

WORKING CONDITIONS/PHYSICAL EFFORT:

- Regularly sits at a desk or computer workstation.
- Frequently moves about the office to collaborate with colleagues.
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds
- Occasional weekend and evening responsibilities.
- Periodic travel predominately within California.
- May walk on uneven ground while working off-site.

Employee Signature _____ Date: _____

Full Name (print) _____

Supervisor Signature _____ Date: _____

Full Name (print) _____