



## Director of Gift Planning

The Director of Gift Planning actively supports Save the Redwoods League's mission by securing future gifts for the protection and restoration of California's redwood forests and for the improvement and maintenance of the parks and preserves that provide people with access to these wonders of the natural world. The Director develops and executes strategies for the cultivation, solicitation and stewardship of planned giving prospects and donors. As an integral member of the League's Major Gifts team, the Director plays a leadership role in contributing to the overall achievement of development team revenue goals. This individual is further responsible for supervising a Gift Planning Associate.

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 220,000 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](http://www.SaveTheRedwoods.org)

The successful candidate will have a personal passion for preserving and protecting the natural world with a belief in the mission, principles, and values of Save the Redwoods League's approach to conservation; a proven track record in gift planning positions of increasing responsibility for program management; expertise regarding state and federal tax law, planned giving vehicles, and the legal considerations of charitable giving. This individual is energetic, focused, strategic, and proactive with a sense of humor, grace and warm professionalism.

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

### Responsibilities:

- Design and implement gift planning marketing strategy to promote planned giving opportunities to League volunteers and supporters.
- Direct efforts to identify, cultivate, solicit and steward gift planning prospects and donors.
- Manage portfolio of 150 qualified active prospects through various stages of moves management strategies to support the League through planned giving vehicles.
- Steward and manage the Redwood Legacy Circle consisting of 800+ existing planned giving donors. Develop and execute strategies for continued engagement and recognition as well as cultivation and solicitation for additional planned gifts.
- Direct administration for all existing and new estates. Maintain communication with the attorney/executor/trustee/family members; analyze and record all gift documentation; prepare year end accruals; verify tracking and receipt of matured investment gifts and charitable remainder trust distributions to beneficiaries.
- Direct all other gift planning program administration: develop program budget; track activity targets and status; monitor payment plan balances and send pledge reminders; design donor acknowledgement and recognition pieces; ensure timely acknowledgment of gifts and pledges;

maintain donor and prospect files; and facilitate annual grove revenue grant to California State Parks.

- Recruit and staff a Legacy Chair who serves as a member of the Development Committee; prepare meeting materials, reports and presentations.
- Recruit, manage, train, motivate, support and empower the Gift Planning Associate and supervise various contractors, providing direction and input.

#### **Qualifications and Working Conditions:**

- Personal passion for preserving and protecting the natural world with a belief in the mission, principles, and values of Save the Redwoods League's approach to conservation.
- Bachelor's degree or comparable experience.
- Minimum of 5 years' increasingly responsible gift planning experience.
- Demonstrated ability to work well with high level volunteers and donors.
- Excellent organizational and project management skills.
- Demonstrated ability to effectively supervise, train and motivate staff.
- Demonstrated ability to multi-task and work successfully in a fast-paced environment with a high degree of attention to detail and minimum supervision.
- Superior interpersonal, oral and written communication and presentation skills with the ability to represent the League's mission and interests to a diverse group of people and to interact effectively with people across cultures, ethnic groups, and identities.
- Ability to establish and monitor priorities, remain flexible, meet deadlines, and have fun.
- Ability to work independently as well as on a team.
- Proficient user of office technology and information systems (including Word, Excel, Outlook, Access, PowerPoint) and donor databases, preferably Raiser's Edge. Familiarity with a "moves management" donor tracking system.
- Occasional weekend and evening responsibilities.
- Regularly sits at a desk or computer workstation and frequently moves about the office to collaborate with colleagues.
- Frequently 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.

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

#### **To Apply:**

Email your résumé, a cover letter addressing why you are a great fit for this role, and salary expectations to: [Jobs@SaveTheRedwoods.org](mailto:Jobs@SaveTheRedwoods.org) -- please put "**Director of Gift Planning**" in the subject line of your e-mail.

*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.*