



Gift Planning Assistant, Save the Redwoods League

One thousand-year-old trees in an ancient forest! As a **Gift Planning Assistant with Save the Redwoods League**, you'd be focused on protecting and preserving these natural wonders for future generations.

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.

The **Gift Planning Associate** is a key member of the Development team who provides administrative and project management support to the League's growing Gift Planning program. As our **Gift Planning Associate**, you'll be responsible for implementing the gift planning marketing strategy which may include web content, social media, brochures, newsletters, letters and targeted articles. You'll also be responsible for administrating all matured planned gifts, managing the gift planning portfolio, supporting events and using other strategies to identify, cultivate and steward legacy donors and prospects.

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

Responsibilities:

- Supports the Director of Gift Planning; processes contracts and invoices; manages travel and meeting coordination; manages calendar; inputs donor data; generates reports and lists for file organization; ensures execution of all marketing strategies
- Coordinates with the Development and the Marketing and Communications Departments to ensure integrated marketing communications strategy
- Acts as the main point of contact with gift planning marketing consultants and contractors and maintains a production schedule of all marketing strategies
- Writes and edits gift planning content used in publications
- Maintains Gift Planning prospect portfolio database information; analyzes data; conducts prospect research
- Supports the Director of Gift Planning; drafts correspondence to estate representatives and facilitates receipt of estate gifts
- Supports the Special Events Manager with events
- Supports the Gift Entry Team and the Finance Department for gifts of stock
- Coordinates estate administration with the Legal Department

Qualifications:

- Commitment to Save the Redwoods League's mission
- Required, minimum of two years' administrative or project management support experience
- Excellent MS Office skills (SharePoint, OneDrive, Teams, Word, Excel, Outlook, PowerPoint); experience with EveryAction or similar fundraising database software
- Nonprofit development experience preferred
- Excellent organizational/ multi-task and project management skills; ability to establish and monitor priorities and meet deadlines in a fast-paced environment
- Excellent verbal, written and interpersonal communications skills
- Able to work independently and on a team
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable

- Occasional weekend and evening responsibilities
- Occasionally lifts, carries, and moves objects weighing up to 30 pounds
- Occasionally required to hike through forest land while working off-site; walk on uneven ground

TO BE CONSIDERED:

Please email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to Jobs@SaveTheRedwoods.org with "Gift Planning Assistant" in the subject line.

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

Save the Redwoods League is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply. Learn more about our [Diversity, Equity, and Inclusion](#) initiatives.