



AUDUBON CANYON RANCH

Major Gifts Officer

Job Announcement

October 2016

THE OPPORTUNITY

For more than 50 years, Audubon Canyon Ranch (ACR) has diligently worked to improve global environmental health by conserving and stewarding valuable natural resources, managing for ecological resiliency, providing scientific solutions to ecosystem management, and teaching generations of conservationists in ways that strengthen natural and human communities. With over 5,000 acres of protected wildlands in Marin, Sonoma, and Lake Counties, a mandate of “Conservation in Action”, and top tier scientists and educators, we are uniquely positioned to lead Bay Area Conservation. ACR’s preserves include the Cypress Grove Research Center on Tomales Bay, the 535-acre Bouverie Preserve in Sonoma’s Valley of the Moon near Glen Ellen, the 1,000-acre Martin Griffin Preserve on Bolinas Lagoon near Stinson Beach, and the 3,300-acre Modini Mayacamas Preserves above Healdsburg.

ACR is an independent non-profit with 501(c)3 status and is not affiliated with the National Audubon Society. ACR’s programs are made possible thanks to the contribution of thousands of hours of volunteer service, and donations from caring individuals, foundations and businesses.

ACR is seeking a motivated and enthusiastic Major Gifts Officer (MGO) to lead the organization in achieving its annual revenue goals by identifying, cultivating, and managing a pipeline of major donor prospects. This is a three day per week (0.6 FTE) exempt position.

POSITION SUMMARY

The Major Gifts Officer is responsible for developing and expanding Audubon Canyon Ranch’s major donor program, with the goal of broadening the donor base through prospect identification and cultivation, donor recognition and stewardship, and solicitation. This position cultivates and solicits current \$5,000+ donors and recruits new \$5,000+ donors. The MGO, working with the development team and the Executive Director, manages ACR’s individual Major Gifts Campaigns including two established donor circles. The MGO also implements the Annual Development Plan in relation to the acquisition, renewal and upgrading of prospects and major donors for annual and planned gifts. The MGO produces solicitor training materials, tracks volunteer solicitor progress, and reports donor activities and communications.

RESPONSIBILITIES

The position requires an experienced, results-oriented professional who can successfully build, nurture, and maintain relationships with individuals, foundations, corporations, and others to support organizational financial needs. Responsibilities may include, but are not limited to:

- Meet or exceed ACR's annual major donor revenue goal of \$350K.
- Develop and manage a portfolio of donors and prospects of \$5,000 and above.
- Personally solicit donors and prospects for major gifts.
- In consultation with the Development Director, create annual and capital major gift campaign plans, set donor portfolio goals, evaluate results and develop new approaches as needed.
- Manage and expand ACR's established donor circles: \$5,000+ Partners in Education, \$5,000+ Partners in Conservation.
- Identify, research, qualify and recruit key prospects, including individuals and family foundations.
- Establish and carry out donor cultivation and solicitation strategies including personal visits, events, letters, emails, and telephone calls.
- Produce personalized mail appeals, proposals for individual support, and responses to individual requests for information.
- Work with fundraising volunteers and development staff to coordinate major donor cultivation events and field trips, leveraging existing ACR activities.
- Develop multi-year fundraising and planned giving strategies and goals for selected donors.
- Ensure proper donor recognition and acknowledgment for major supporters.
- Recruit, train and support volunteer fundraising solicitors; write and produce solicitor training materials and campaign progress reports; plan and organize solicitor recognition events
- Track major donor and prospect activities, solicitor progress, and communications in Raiser's Edge database. Collect information from volunteer solicitors about prospects and donors.

QUALIFICATIONS

Minimum Required Qualifications:

- 7 years of experience in nonprofit fundraising
- 5 years of experience with individual-giving fundraising campaigns, including campaign management, solicitor support, and donor research
- Demonstrated success in cultivation and solicitation of major gifts
- Knowledge of fundraising software, experience with donor database management and gift processing systems
- Experience working with board members, donors, volunteers and program staff on collaborative activities
- Experience with organizing and managing the logistics of development events
- Excellent oral and written communication skills, analytical, strategic and problem-solving skills
- Ability to meet deadlines, work both collaboratively and independently, be both flexible and highly organized. Must be a self-starter and have a sense of humor.
- Commitment to the environment, a love of nature, and an interest in learning more about the natural environs and ACR's involvement in local communities a must.

Value Added Qualifications:

- Embrace change and possess the ability to create a culture that is adaptable to change.
- Strong record of generating leads from existing supporters and building profitable community partnerships.
- Self-motivated team player, able to take direction and engage in independent strategic thinking.
- Confident and effective public speaker.

SALARY

The position is part-time, (0.6 FTE) salaried, with exempt status. Compensation will be commensurate with experience. Benefits are competitive. Office will be located at ACR's Bouverie Preserve in Glen Ellen.

To apply:

Email Resume and Cover Letter as two separate PDF attachments to: acr@egret.org

Please include in the subject line: **Major Gifts Officer**

Resumes without cover letters will not be considered.

Audubon Canyon Ranch is committed by policy not to discriminate on the basis of, or the perception of, race, ethnic group identification, ancestry, color, religion, age, gender, national origin, sexual orientation, disability, marital status, medical condition, and status as a veteran, in any of its employment activities.

Submission of your application is not an offer of employment or an employment contract.