



## **We're Hiring!** **Senior Manager, Donor Relations**

**Location of Position:** Marin Headlands, Sausalito, California

**Reports to:** Director of Development

**Hours:** 40 hours per week, M-F

**Position Classification:** This is a full-time exempt position.

### **Full Benefits:**

- Holidays
- Sick Time
- Vacation
- Medical, Dental, and Vision
- Life Insurance
- 401k Retirement Plan
- The Marine Mammal Center offers benefits to support the emotional wellbeing of you and your loved ones (*Employee Assistance Program*)

**Position Overview:** The Senior Manager, Donor Relations is an integral part of our dynamic and high-energy Development team working in a highly collaborative environment to inspire individual and legacy support for the Center. This position and their team are responsible for the cultivation, solicitation and stewardship of mid-level donors ranging from \$500 to \$9,999, as well as for the Center's sustaining member program comprised of donors making monthly contributions.

An ideal candidate for this position is detail oriented and wants to leverage their project management and communication skills to amplify the mission of The Marine Mammal Center. You work well with diverse communities, and immediately build rapport with staff, donors, volunteers, vendors, board members and community partners.

### **Key Responsibilities**

- Grow the sustaining member and middle donor programs and ensure high rates of retention from current members to meet annual targets.
- Serve as the main point of contact for mid-level and sustaining donors.

- Participate in internal prospect and cultivation meetings, as needed, to discuss fundraising priorities and methods and make recommendations on cultivation strategies.
- Actively participate in the formulation and execution of Development team-wide objectives.
- Promote the Steller Legacy Society (planned giving) to prospects and donors as appropriate.
- Support the work and active engagement of volunteers and Center leadership in the cultivation and stewardship of middle donors.
- In collaboration with the team, help plan cultivation events, stewardship and special projects in order to engage donors and prospects.
- Maintain up-to-date and accurate database records for assigned donors, recording all interactions actions and proposals.
- Work closely with The Marine Mammal Center staff in relevant functional areas to ensure alignment of goals, strategy and cross-team collaboration.
- Willingness to support and participate in the Center's diversity, equity, and inclusion programs, initiatives, and trainings.

### **Qualifications and Experience**

- Three+ years of experience in nonprofit fund development.
- A strong commitment to the mission and goals of The Marine Mammal Center.
- Proven success in stewardship and donor cultivation strategy.
- Outstanding interpersonal, oral, and written communication and presentation skills.
- Attention to detail, ability to manage multiple tasks and finish projects within deadlines.
- Event Coordination experience.
- Proficiency in managing revenue and expense budgets.
- Able to work evenings, weekends and to travel to visit donors on occasion.
- Dedicated to comprehensive record keeping in donor database.
- Leadership and management knowhow
- Adherence to the AFP code of ethical standards.
- Working knowledge of Microsoft Office required, familiarity with Raiser's Edge CRM database helpful.

### **Physical Requirements**

- Ability to sit/ in an office environment for extended periods of time
- Ability to operate a computer and other office equipment 90% of the time

### **OUR COMMITMENT TO DIVERSITY**

The Marine Mammal Center actively engages individuals from all backgrounds. We are committed to embracing diversity within our organization because we firmly believe that diverse employee teams help us to achieve our best organizational outcomes and provide the most

effective support to the communities we serve. We are deeply dedicated to creating and maintaining an inclusive, equitable and supportive work environment. We strongly encourage people from underrepresented groups to apply. The Marine Mammal Center believes in growth and supporting our employees as best we can so they can become their best selves in and outside of work. We believe that a healthy work environment means building an inclusive culture where people can thrive together and feel supported and empowered. We believe in stretch versus constraint.

## **OUR MISSION**

The Marine Mammal Center advances global conservation through marine mammal rescue and rehabilitation, scientific research, and education.

## **ABOUT THE MARINE MAMMAL CENTER**

The Marine Mammal Center is leading the field in ocean conservation through marine mammal rescue, veterinary medicine, science, and education.

For more information, please visit our “About Us” page at [www.marinemammalcenter.org](http://www.marinemammalcenter.org)

**To Apply:** [Senior Manager, Donor Relations](#)

Please submit a cover letter and resume using the application link above and provide a brief description about how your experience aligns with the role.

Note that applications without a cover letter will not be considered.

In your cover letter, please feel free to note which pronouns you use (For example – she/her/hers, he/him/his, they/them/theirs, etc.).

We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer and non-binary people, veterans, parents, and individuals with disabilities to apply. The Center is an equal opportunity employer and welcomes everyone to our team. If you need reasonable accommodation at any point in the application or interview process, please let us know.

Research has shown that women and people from marginalized communities apply to roles when they meet 100% of the job requirements, versus male applicants who apply if they meet an average of 60% of the requirements. If you think that your skills are transferable and can add value to this role, please apply so we can determine whether it's a good fit.