

We're Hiring!

Major Gifts Officer

Location of Position: Sausalito, California

Reports to: Director of Development

Position Type, Expected Hours of Work, and Travel:

- This is a full-time, exempt position.
- Days and hours of work are generally Monday through Friday, 9am to 5pm.
- Evening and weekend required as job duties demand.
- Some travel is expected for this position.

Compensation Range: \$95,000 – 110,000 annual salary

Benefits: 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)

Job Summary:

Working closely with and reporting directly to the Director of Development, the Major Gifts Officer works to increase major giving revenue from new and established supporters. The Major Gifts Officer is responsible for managing a portfolio of donors and prospects with the capacity to make contributions of \$5,000 or more. This position builds meaningful relationships with current and first-time major donors, moving donors through the giving pipeline to ensure consistent and long-term revenue growth and helps strategize and support the major gift officer team.

Essential Functions:

Major Donor Fundraising: 70%

- Meets or exceeds the annual revenue goals for the major donor program.
- focus on leveraging major gift fundraising skills for a mission-driven enterprise.
- Identifies, cultivates, solicits and stewards current and prospective major donors.
- Participates in fundraising, cultivation and recognition events for prospective and current major donors.
- Manage a portfolio of 100-120 current donors and prospects throughout the country, building strong long-term partnerships with major donors.

- Use donor data, research and an intentional timeline to manage donor relationships, moving them towards a gift.
- Support the major gifts team to identify and engage a diverse array of major donor prospects.
- Maintain up-to-date and accurate database records for assigned donors, recording all conversations, actions and proposals.

Team Support: 20%

Work with Portfolio Holder team members to:

- Review portfolios.
- Strategize cultivation.
- Support team in keeping actions, proposals and other data records updated.
- Work closely with The Marine Mammal Center staff in all areas to ensure alignment of goals, cross-team collaboration and growing a culture of philanthropy at the Center.

Other Duties as Assigned: 10%

- Perform special projects and research as assigned.
- Perform other duties as assigned.

Supervisory Responsibility:

None

Knowledge, Skills, and Abilities:

- Knowledge of fundraising databases. Raisers Edge experience preferred.
- Able to work evenings, weekends and occasional travel to visit donors throughout the US.
- A strong commitment to the mission and goals of The Marine Mammal Center.
- Possess relationship building and management skills.
- Experience establishing and building strong, long-term partnerships with donors.
- A proven record of securing visits with prospective donors, and soliciting, closing, and stewarding gifts.
- Proven experience converting new donors/prospects into major donors.
- Ability to immediately build rapport with staff, donors, volunteers, board members and partners.
- Outstanding interpersonal, oral, and written communication and presentation skills.
- Attention to detail, ability to manage multiple tasks and finish projects within deadlines.
- Works effectively both independently and as part of a team.
- Bring an engaging and outcomes-oriented approach to this role.
- Commitment to comprehensive record keeping in donor database.
- Adherence to the AFP code of ethical standards.

Certifications and/or Licenses:

- Valid California driver's license and favorable driving history, and proof of auto insurance.
- Proof of COVID-19 Vaccination or waiver (medical or religious)

Preferred Education and Experience:

This position requires a combination of education and experience equivalent to a Bachelor's degree; and 5 years of experience in non-profit fundraising or a related field.

Work Environment & Physical Requirements:

- This position operates in a professional office environment & outside for extended periods of time.
- Routinely uses standard office equipment.
- Hospital environment with access to other parts of the facilities via outdoor pathways.
- Exposure to zoonotic diseases.

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

To Apply, click this link: [Major Gifts Officer](#)

Please submit a cover letter and resume through our applicant tracking system and provide a brief description about how your leadership experience makes you a good fit to work with us.

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.