



Leadership Giving Senior Officer

Marin Humane, an equal opportunity, non-profit employer, is seeking a Leadership Giving Senior Officer to join our team. We transform lives through exceptional animal care, humane education, and advocacy. Every day, we inspire compassion and positive relationships between people and animals. Our Core Values are Dedication to Animals, Collaborative Spirit, and Courage with Compassion, Pursuit of Learning, and Celebrating Differences.

SUMMARY: The Leadership Giving Senior Officer is responsible for organizing and managing all aspects of Marin Humane’s Leadership Giving (\$10,000+) efforts, including identification, qualification, cultivation, solicitation, and stewardship of donors with the capacity to make leadership gifts, with a focus on mission-critical, unrestricted operating support. This position will manage a focused portfolio of existing and prospective leadership donors and develop and execute strategies to build, sustain, and expand leadership-level support. The Leadership Giving Senior Officer will work directly with the VP of Philanthropy, Board and committee members, senior management, donors, and volunteers to cultivate a strong base of five- and six-figure donors to advance Marin Humane’s mission. They are accountable for accomplishing department goals, working collaboratively with internal and external stakeholders and supporting the mission, goals and philosophy of Marin Humane.

ACCOUNTABILITY: VP of Philanthropy

HOURS: 40 hours per week

SALARY/CLASSIFICATION: \$104,493.60 to \$116,104/annually; Exempt

***Excellent Benefit package**

Application filing deadline: Position open until filled

ESSENTIAL DUTIES AND RESPONSIBILITIES

LEADERSHIP GIVING PROGRAM STRATEGY, DESIGN, AND IMPLEMENTATION

- Develop and implement effective leadership giving strategies to increase unrestricted and donor-designated gifts for general operating, programmatic and capital efforts. Regularly assess impact of existing strategies and refine approach as needed
- Organize and direct the entire leadership gifts lifecycle process including qualification, cultivation, solicitation, and stewardship of donors with capacity to make significant five- and six-figure gifts
- Develop a proactive, donor-centered approach to engagement and manage and grow an active portfolio of high-level donors in coordination with the VP of Philanthropy and the Annual Giving and Donor Relations Officer
- Actively engage existing and prospective donors in gift conversations to advance their philanthropic interests and solicit and close significant gifts
- Establish quantitative fundraising and performance goals (e.g. # and amount of gifts solicited/secured; # of substantive donor contacts, including phone and email interactions and virtual/ in-person visits)

DONOR ENGAGEMENT, COMMUNICATION AND STEWARDSHIP

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. Marin Humane is an at-will employer.

- Articulate the mission and vision of Marin Humane as well as the specific aims, needs, and impact of various programs to various constituencies through multiple platforms
- Co-develop and assess the ongoing effectiveness of stewardship strategies with the Marketing & Communications Department and the Annual Giving and Donor Relations Officer to ensure appropriate donor recognition (print, online, and infrastructure-oriented naming opportunities) and ongoing engagement
- Partner with the Grants and Planned Giving Officer to identify and cultivate planned giving prospects
- Effectively track donor interactions through Raiser's Edge and maintain accountability through a metrics-driven, action reporting model
- Work with VP of Philanthropy and Special Events Manager to develop and deliver effective cultivation and stewardship strategies through special events
- Provide leadership on the Donor Relations Committee to activate staff, board, and committee members to drive leadership giving

PROFESSIONAL DEVELOPMENT AND INDUSTRY ENGAGEMENT

- Actively seek professional development and networking opportunities within the animal welfare field and nonprofit philanthropy
- Consult and apply major/leadership giving best practices while adhering to the highest ethical and industry standards for fundraising professionals

DEVELOPMENT TEAM PARTICIPATION

- Participate as a member of a high-functioning development team consisting of professionals from various areas including prospect and data management, annual giving and donor relations, grants and planned giving, and events management.
- Engage in strategic and operational planning to enhance development and philanthropic initiatives at Marin Humane

ADMINISTRATION AND CUSTOMER SERVICE

- Analyze and produce monthly and annual reports for internal and external purposes
- Provide exemplary customer service by providing courteous, prompt and responsive service
- Support and articulate organization's policies and philosophies in a positive and effective manner
- Solve problems to assure positive donor relations
- Contribute to Development team efforts and support VP of Philanthropy
- Foster and promote teamwork, creativity and a work culture aligned with Marin Humane mission and values
- Utilize volunteers as needed
- Serve on related Marin Humane committees and manage special projects

SAFETY & SECURITY

- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules
- Must report safety violations as well as potential safety violations to appropriate personnel
- Adhere to Marin Humane's files and records retention policies and procedures
- Maintain appropriate files and records as assigned

DESIRABLE QUALIFICATIONS:

An ideal Candidate will possess the following knowledge, skills and abilities:

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. Marin Humane is an at-will employer.

- Resilient self-starter with an ability to take initiative and manage multiple priorities in a fast-paced, high-pressure environment and meet stringent deadlines
- Demonstrated track record of successful fundraising and building long-term donor relationships
- Strong demonstrated experience with PCs and Microsoft Office suite
- Working knowledge of Blackbaud's Raiser's Edge or similar CMS
- Excellent organization and planning abilities
- Demonstrated ability to maintain highest levels of confidentiality
- Meticulous attention to detail and ability to produce high quality work
- Strong knowledge of nonprofit fundraising strategies, best practices and interest in building skills
- Ability to troubleshoot and solve problems with diverse constituencies

EDUCATION AND EXPERIENCE: A typical way of gaining the necessary knowledge, skill and ability outlined above includes: A four-year college degree; three-five years in a leadership position in development with significant experience in major/leadership giving; or a combination of relevant experience and education. Non-degreed applicants with desired experience will be considered.

Possession of a valid California Drivers' License will be necessary.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee should have no known allergies to animals that would prevent him/her from performing the duties as required
- This position involves a regular amount of repetitive motion of hands and wrist
- Ability to lift, push, pull and/or move up to 30 pounds
- Must have close and distance vision (requirement may be met with corrective lenses); Ability to distinguish colors
- While performing the duties of this job, the employee is regularly required to sit, and talk or hear
- The employee is occasionally required to stand, climb or balance; walk; reach with hands and arms and stoop, kneel, crouch, or crawl

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regular exposure to a variety of animal species
- Ability to work evenings, weekends and/or holidays as business operations demand
- The noise level in the work environment can be loud
- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles (pet dander) and toxic or caustic chemicals
- The employee occasionally works in a variety of environments including outdoor events, public and private indoor spaces and may be exposed to elements consistent with these environments

***BENEFITS:**

FULL-TIME EMPLOYEES (AT LEAST 30 HOURS/WEEK):

- Medical Plan - Kaiser High Deductible Health Plan (HDHP) with Health Reimbursement Arrangement

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. Marin Humane is an at-will employer.

- Dental/Vision Plan
 - Includes Orthodontia for dependent children
- Domestic Partner Coverage (Medical and Dental plans)
- Life Insurance
- Long Term Disability Insurance

ALL REGULAR EMPLOYEES (AT LEAST 20 HOURS/WEEK):

- Employee Assistance Program
- 403(b) Retirement Plan
- Paid Holidays
- Paid Vacation
- Sabbatical Leave
- Fitness Reimbursement Program
- Section 125 Cafeteria Plan

ALL EMPLOYEES (INCLUDING PART-TIME AND TEMPORARY):

- Paid Sick Leave

To apply, please use the following link to create an applicant account, complete an application and upload resume/cover letter

<https://secure.saashr.com/ta/i.MHS.careers?ApplyToJob=520232718>