



**We're Hiring!**  
**Major Gifts Officer**

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

**Reports to:** Director of Development

**Position Classification & Expected Hours of Work, and Travel:**

- This is a full-time hybrid position with 2-3 days onsite and 2-3 days from home. In office requirements are dependent on moderate internal meeting schedule and donor meetings.
- Days and hours of work may vary according to the needs of The Marine Mammal Center.
- Evening and weekend work may be required as job duties demand.
- Some travel within the United States is expected for this position.

**Compensation Range:** \$90,000 - \$120,000 annually

**Full Benefits:**

- Generous time off policies, including Holidays, Sick, and Vacation.
- Medical, Dental, and Vision
- Life Insurance
- Long Term Disability Insurance
- 401k Retirement Plan
- Employee Assistance Program

**Job Summary**

This seasoned Major Gifts Officer role will enable the sustainability, evolution, and expansion of The Marine Mammal Center's conservation programs by managing a dynamic fundraising portfolio of 100+ donors and inspiring them to learn more about our exciting strategic priorities at the Center. This role is focused on individual relationships with donors able to give single gifts of \$25,000 to \$1 million+. This role will play an important part in helping us scale our work in local, regional and national areas, raising funds for new and existing program initiatives as well as unrestricted funds.

The Major Gifts Officer will identify, evaluate, cultivate and manage relationships and successfully close gifts through appropriate and timely asks. The person in this role will be a thought leader, providing input and support to the Center's Board of Directors, Senior Management and Development volunteers on a full range of development activities. Identifying and involving the appropriate partner(s) (e.g. Board Members or Conservation Program Managers) to support activities in the development and stewardship of donor relationships will be a key function of this role.

**Essential Functions:****Major Gifts: 95%**

- Responsible for the identification, cultivation and solicitation of major gifts for both annual funds and special campaigns.
- Partner with the Chief Advancement Officer and Director of Development to grow the Major Gifts program.
- Collaborate with colleagues and volunteers within the Development Team to manage dynamic and smooth constituent experiences as donors move in and out of the major gifts pipeline, helping to meet or exceed departmental fundraising goals.
- Work with high-level volunteers to leverage personal and professional networks as well as individual skills to increase efficacy of prospecting, cultivation, and stewardship efforts.
- Work in partnership with non-Development colleagues to provide compelling donor materials, gift proposals, and experiences.
- Participate in ongoing public, donor and volunteer relations, and organizational functions and events as needed.
- Utilizes data analytics, research, and an intentional timeline to manage donor relationships, moving them towards a gift.
- Maintains up-to-date and accurate database records for assigned donors, recording all conversations, actions, and proposals for tracking and reporting purposes.
- Conduct donor research, cultivation and solicitation to support campaigns as needed.

**Other Duties as Assigned: 5%**

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

**Supervisory Responsibility:**

None

**Knowledge, Skills, and Abilities:**

- Understand and support The Marine Mammal Center's goals, philosophy and mission.
- Strong knowledge of fundraising principles. Planning and budgeting skills for a portfolio required.
- A proven record of securing meetings with prospective donors, and soliciting, closing, and stewarding gifts.
- Previous success with gifts from wills and trusts a plus.
- Strong initiative and self-motivation.
- Excellent organizational skills and attention to detail.
- Comfort and agility in recruiting, training, and managing volunteers/volunteer activities.
- Outstanding interpersonal skills, including excellent written and oral communication skills as well as ability to edit/author proposals and presentations.
- Desirable technical knowledge:
  - Experience with and knowledge of fundraising databases. Salesforce constituent management database, or equivalent and Raisers Edge experience preferred.
  - Experience with digital communication platforms, or equivalent.
  - Skills operating Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, SharePoint).
  - Experience with Adobe Acrobat.

- Experience with web-based collaboration platforms, project management tools, and Donor wealth screening software a plus.
- Adherence to the Association of Fundraising Professionals (AFP) code of ethical standards.
- Ability to maintain adaptability, empathy, and optimism under pressure.
- Communicate and interact effectively with people across cultures, ethnic groups, and identities.
- Practice self-awareness and respect while engaging with people of diverse backgrounds.
- Willingness to support and participate in The Marine Mammal Center's diversity equity, and inclusion programs.

**Certifications and/or Licenses:**

- Valid driver license with acceptable motor vehicle record to maintain standards of insurability.
- Proof of COVID-19 Vaccination or waiver (medical or religious)

**Preferred Education and Experience:**

This position requires a combination of education and/or experience equivalent to a bachelor's degree in marketing, digital marketing, public relations, or related field; and 5 years of development experience preferred, but adjacent sales experience or other relevant experience considered.

**Work Environment & Physical Requirements:**

- This position operates in a professional office, laboratory, and hospital environment both indoors and outdoors with access to other parts of the facilities via outdoor pathways.
- Routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- Ability to work at a desk for extended periods using a computer.
- Ability to perform physical work requiring manual dexterity, agility, strength, and coordination including ability to move to 25 pounds.
- Ability to spend extended periods on your feet, walking, standing, crouching, and climbing stairs (potentially in inclement weather conditions).
- Limited exposure to allergens and zoonotic diseases.
- May involves smells associated with animals and the care of animals.

**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:** Please submit a cover letter and resume 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.

**[Application Link.](#)**