



JOB ANNOUNCEMENT
November 5, 2018

THE POSITION: Major Gifts Officer
LOCATION: Santa Rosa, California
AVAILABILITY: Immediately

ABOUT THE ORGANIZATION:

Sonoma Land Trust (SLT) (www.sonomalandtrust.org) is an accredited, nonprofit land trust with a staff of 34 and an annual operating budget of six million. It works to keep the beautiful and varied rural landscapes of Sonoma County intact for future generations. Many properties acquired by Sonoma Land Trust are transferred to public agencies and other nonprofit organizations. To date, Sonoma Land Trust has protected over 50,000 acres. The organization works in partnership with the Sonoma County Agricultural Preservation and Open Space District and other public agencies and nonprofit organizations to accomplish its mission.

ABOUT THE POSITION:

The major gifts officer will manage an active portfolio of major gift donors, particularly in the central Bay Area, to support a multi-year capital campaign. He or she is a seasoned development professional with an entrepreneurial spirit and a donor-centered approach who thrives in a challenging environment while supporting the mission of Sonoma Land Trust and funding its work through the campaign donations. The major gifts officer works in a satellite office within the greater San Francisco Bay region, to connect with donors in San Francisco, the East Bay, Marin County and the greater North Bay. Potential for longer-term employment beyond the end of the campaign is based upon the campaign's success.

RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Build lasting relationships with supporters by linking them to key board and staff members who share their interests
- Manage an active portfolio of major gift donors and prospects, particularly in the central bay area, including identification, cultivation, solicitation and stewardship of donors to support annual operating and capital fundraising needs
- Help develop, refine and implement strategies for fundraising that maximize potential giving
- Partner with leaders across the organization (staff members and the board of directors) to deliver effective strategies for donors
- Ask for multi-year pledges and other planned gift commitments, and use templates to draft and complete donor gift agreements
- Prepare information and progress for presentation and accountability
- Help coordinate donor cultivation meetings and events with individuals and small groups, including leadership campaign discussions, property tours, hikes, outings and house parties
- Work independently, setting priorities and sustaining donor motivation
- Adhere to the highest ethical standards and fundraising best practices, reflect optimistic and positive attitudes, and convey sensitivity to the needs of donors

QUALIFICATIONS AND REQUIREMENTS:

- BA/BS from an accredited college or university, or equivalent experience
- Minimum of five years fundraising experience, including success with major gifts, or equivalent experience in complex, sophisticated fundraising environments
- Campaign experience preferred
- Proven track record of building donor relationships and closing six-figure gifts
- Support of executive director, senior staff and board members with their roles pertaining to leadership gift development
- Demonstrated success in networking, building and managing relationships within donor communities
- Proficiency in Microsoft Word, Excel and Outlook, and experience working with a donor database
- Willingness to work flexible hours, including occasional evenings and weekends
- Ability to travel throughout the San Francisco Bay Area, possession of a reliable car, a safe driving record, and a valid driver's license
- A sense of humor
- Commitment to the mission of Sonoma Land Trust
- Demonstrated excellence in writing and public speaking
- Comfortable conversing with diverse audiences on sensitive or controversial issues such as land use planning, hunting and housing
- Superior interpersonal skills
- Ability to drive, manage and delegate project work; establish and monitor priorities and maintain flexibility while meeting deadlines
- Keen attention to detail, with the ability to synthesize and carefully analyze information; follow best practices, trends, and make sound decisions for Sonoma Land Trust's major gift program

COMPENSATION:

This is a full time position. Sonoma Land Trust offers competitive salaries and benefits. The salary for this position is contingent on experience and qualifications.

TO APPLY:

Please e-mail (1) a letter introducing yourself and (2) a copy of your resume to staffing@sonomalandtrust.org. Please: no phone calls, drop-ins, or paper.

HIRING PROCESS:

The position is open until filled, but early applications are encouraged. We will acknowledge each application within a week of receipt.

Sonoma Land Trust welcomes people of all backgrounds, identities, and beliefs to join us in achieving our mission to protect the land forever. We strive to build a diverse and inclusive culture of mutual respect, equal treatment and the opportunity to succeed.