



CATALINA ISLAND CONSERVANCY

To be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

JOB DESCRIPTION

POSITION: Senior Major Gifts Officer

DEPT: Development

REPORTS TO: Chief of External Affairs

STATUS: Full time, Exempt

SALARY RANGE: \$110 - \$140K

WORLD LEADER IN CONSERVATION:

The Catalina Island Conservancy is a non-profit organization whose mission is to be an exemplary steward of island resources through a balance of conservation, education, and recreation. We preserve and restore the environment on Catalina, promoting and modeling ecologically sustainable communities to create a healthier future for this Island and our Earth.

POSITION SUMMARY:

Having just celebrated the Catalina Island Conservancy's 50th Anniversary and embarking upon a major strategic plan, Catalina Island Restoration, the Senior Major Gifts Officer will play an integral role in the success of resourcing the priority initiatives laid forth in the strategic plan, Catalina Island Restoration Plan, and fundraising activities specific to the overall mission of the Catalina Island Conservancy.

The Senior Major Gifts Officer (SMGO), reporting to the Chief of External Affairs will develop and implement strategies to secure financial support from a portfolio of donor prospects identified with the capacity and inclination to make major gifts in support of the Conservancy. The SMGO will have a dynamic and diverse portfolio of 100-125 individuals capable of contributing to the development department FY24 goal of \$6M. Key responsibilities include identification, engagement, solicitation, and stewardship of prospects capable of making gifts of \$100,000 and more, with increased emphasis and activity on cultivating, soliciting and stewarding gifts in range of \$250,000 to \$1,000,000.

There is a significant opportunity to work in collaboration with development colleagues and board leaders to strengthen the existing donor pipeline and to cultivate new qualified and highly rated local and national prospects for major and leadership gifts.

The SMGO works collaboratively with members of the Conservancy's development team to support a wide range of fund-raising activities, support for programs, future strategic goals and initiatives of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The Senior Major Gifts Officer is responsible for individual fundraising goals, contributing to the collective development department fundraising efforts, ranging \$4M-\$7M annually.
- THE SMGO will participate in all aspects of the gift cycle in the prospect management for their portfolio:
 - Initiate contact with potential major gift and leadership level donors; develop appropriate cultivation strategies.
 - Move potential donors in an appropriate and timely fashion toward solicitation and closure.
 - Draft and present gift proposal strategies.
 - Conduct solicitation conversations and meetings, including collaboration with additional staff and Executive Team, where appropriate.

- Maintain stewardship contacts with donors; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to the needs of donors and prospects.
- Manage all prospect activities for their portfolio of 100-125 individuals.
- Using RaisersEdge by Blackbaud, document all prospect contacts in a timely manner to ensure positive and purposeful prospect and donor relations as conducted by the Major Gift team as well as the Philanthropy Department.
- Focus on securing support for a set of organization-wide priorities outlined in the strategic plan, that include unrestricted annual support, special projects, capital improvements, and endowment.
- Work collaboratively with and in support of volunteers, other Major Gifts Officers, Gift Planning, the Development department, and other Conservancy employees as needed to cultivate and solicit donors for organizational priorities.
- Offer prospect strategy counsel to staff as required. Be a resource for other development staff, including identifying potential volunteer connections, as appropriate.

REQUIRED QUALIFICATIONS:

- 6-8+ years successful experience in major gift fundraising, preferably in conservation, environment, higher education/academia, the arts, consistently meeting goals and performance objectives with demonstrable ability to plan and implement fundraising solicitations.
- Demonstrated ability to manage a diverse portfolio and steward donors through a moves management cycle.
- Impeccable work ethic and passion for the mission of the organization.
- Proven success in raising six-figure annual gifts.
- Broad knowledge of the principles of fundraising; a background in annual and planned giving a plus.
- Ability to understand the aspirations and interests of patrons to develop relationships between them and the Conservancy, adhering to a donor-centric model of best practice fundraising.
- Self-starter, agile, inventive thinker, ability to work with broad swath of external and internal stakeholders to partner with to achieve success in stewarding donor relationships.
- Interest in and dedication to promoting the Conservancy's priorities through developing excellent relationships with staff, board members, volunteers, and the Philanthropy department.
- Successful experience developing cultivation and solicitation strategies for varying gift levels.
- A demonstrated record of completing assignments, including timely documentation of donor contacts in the development database.
- Excellent oral, written, and interpersonal skills.
- Strong problem solving, research, and analytical skills.
- Must be a highly energetic professional with a track record of building donor relationships.
- Passionate and committed to meeting with donors and securing gifts.
- Strong organizational and strategic planning skills.
- Team-oriented approach with a track record of respecting co-workers and volunteers.
- Must be self-motivated, creative, and have great attention to detail.
- Must be comfortable and proficient with technology including Microsoft Office Suite, internet-based collaborative applications, social media, and donor software. Experience and knowledge of Tessitura desirable.
- Maintain confidentiality and accuracy with respect to all donors and prospect information.
- Bachelor's Degree required, Master's Degree preferred.

ADDITIONAL DEMANDS:

- Hybrid, flex schedule possible to ensure maximum interface with donors, prospects, and key stakeholders.
- Flexibility to work evenings and weekends as donor engagement events are often afterhours.
- The work locations have moderate noise levels and are non-smoking environments.