



Major Gifts Officer Job Description

Location: Jackson, Wyoming

Supervisor: Director of Advancement & Engagement

Work Schedule: Full time

Salary: Dependent upon experience

Deadline for Submitting Applications: April 26, 2019

Contact: Send resume and cover letter to alowery@jhlandtrust.org. No phone calls, please.

Mission: To protect and steward the treasured landscapes of Northwest Wyoming

Position Description/Responsibilities:

The Major Gifts Officer plays a vital role in meeting the Jackson Hole Land Trust's ambitious contributed income goals, with a focus on soliciting \$10K+ gifts. Under direct supervision of the Director of Advancement & Engagement, and in cooperation with the staff, Advancement Committee and Board of Directors, this position is primarily responsible for providing strategic direction and both long and short range planning aimed at identifying, cultivating, soliciting, securing and stewarding a portfolio of donors and prospects to meet fundraising goals for the JHLT Annual Fund, regional and community conservation programs and potential Capital Campaigns.

RESPONSIBILITIES AND DUTIES

The Major Gifts Officer will be expected to undertake the following responsibilities and duties:

- Serve as a key member of the philanthropy team responsible for raising approximately \$750K in Major Gifts by actively building and managing a high-value portfolio of donors and prospects with capacity to give primarily at the five-and-six figure or above level.
- Under the direction of the Director of Advancement and Engagement, establish annual fundraising targets with clear deliverables and milestones for success.
- Work with Director of Advancement and Engagement and advancement staff and committees to implement a Major Giving plan and program (including solicitation and acknowledgment of individual, corporate and foundation giving).
- Qualify, develop, and manage a portfolio of 100+ prospective donors for JHLT's Annual Fund, as well as for JHLT's regional and community conservation programs. Oversee and drive all aspects of the giving cycle for these funds.

- Develop short and long-term cultivation strategies for donors, from qualification and cultivation through solicitation and stewardship via in-person meetings, events, and written communications across all programs.
- Develop key relationships, solicit and close gifts of \$10,000 and above, focusing on donors with the capacity to make Annual Pledges to the Jackson Hole Land Trust of \$100,000 over three years.
- Engage, train, supervise and motivate JHLT board and volunteers; Communicate proactively with volunteers regarding fundraising progress, status of asks, and stewardship opportunities.
- Educate prospective donors on JHLT's mission, raising funds for both unrestricted and restricted support in alignment with organizational priorities.
- Stay current on JHLT's programmatic needs, budgets, and priorities.
- Manage prospect relationships to ensure positive and purposeful engagement
- Create proposals and other donor-centric correspondence.
- Move donors in appropriate, timely, and strategic fashion toward solicitation and closure.
- Maintain timely visitation reports, and record correspondence, meetings, and key activities in donor database.
- Work collaboratively and as a team with volunteer and staff leadership to cultivate and solicit prospective donors.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate will have:

- A proven track record: Demonstrated ability to successfully manage a portfolio of donors in the 5-, 6- and 7-figure level that resulted in increased giving.
- Donor-centricity: Ability to understand the interests of major gift donors while connecting them to JHLT priorities and developing long-lasting relationships that maximize gifts.
- Expertise in Major Gift fundraising: Fundamental and industry-accepted standards for all aspects of the gift cycle involving prospects and donors.
- Excellent communication: Ability to interface effectively with the highest level of JHLT donors and senior staff members, verbally, in writing, and through professional interpersonal skills.
- Some evenings, weekends and holiday work will be required.
- Self-Motivation: Ability to both thrive in a fluid, collaborative, team-oriented environment and to work independently effectively.
- Passion for JHLT's mission: Dedication to promoting JHLT's core mission and priorities and connecting donor's philanthropic impact to advancing shared goals.
- Knowledge of Raiser's Edge or similar donor database.
- Ability to travel.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's degree is required. Master's or advanced degree is preferred.
- Minimum of five years in development with specific expertise in major gift fundraising.
- Familiarity with land conservation priorities and narrative.

- Experience with philanthropic communities in Northwest Wyoming.