Director of Major Gifts for Sempervirens Fund, Los Altos, CA

About the Organization
Founded in 1900, Sempervirens Fund is California’s oldest land trust and the only organization focused entirely on protecting and permanently preserving the redwood (scientific name: Sequoia sempervirens) forests, wildlife habitat, watersheds, and other important natural and scenic features of California’s Santa Cruz Mountains.

Sempervirens Fund (SVF) has a plethora of on-going collaborative initiatives and projects, which are encompassed in the Great Park vision. The Great Park seeks to protect remaining old-growth and second-growth redwood forests between Silicon Valley and the Pacific Ocean. SVF is pioneering this new model by weaving together public parks, private land, and sustainably managed forests into a beautiful, healthy redwood forest habitat. Another exciting initiative is SVF’s plan for new modern facilities for Castle Rock State Park. SVF has also prioritized building strong relationships with land stewardship partners as part of its stewardship initiative.

About the Opportunity
Sempervirens Fund is seeking a Director of Major Gifts. This position is an opportunity for a highly motivated development professional to build and manage a portfolio of Sempervirens Fund top 100 donors, as well as, maintain and grow Sempervirens Fund legacy giving program. This position supervises the Tribute Program Manager who is responsible for the fundraising and fulfillment activities generated by our dedicated trees and groves program. The Sempervirens Fund development team includes four members, and is supplemented by a contract grant writer as well as energetic, committed, and personable program staff. This position reports to the Director of Development for Sempervirens Fund.

Director of Major Gifts Position
The Director of Major Gifts works to design, execute and achieve the organization’s annual Major Gifts and Planned Giving fundraising goals, including managing our outreach, cultivation, solicitation and stewardship through Moves Management and assignments dispersed among Board and staff. The successful candidate will be an entrepreneurial, result driven, development professional with success in closing five and six figure gifts.

To Apply
For a complete job description visit our website at www.sempervirens.org/about-us/employment. Interested candidates should apply via email by sending a letter outlining qualifications and a resume as separate Word or PDF documents to: dmgsearch@sempervirens.org with Director of Major Gifts in the subject line. Thank you.

Recruiting and retaining a diverse workforce is a high priority for Sempervirens Fund.
SEMPERVIRENS FUND
DIRECTOR OF MAJOR GIFTS
JOB DESCRIPTION

POSITION SUMMARY
The Director of Major Gifts works to design, execute and achieve the organization’s annual Major Gifts and Planned Giving fundraising goals, including managing our outreach, cultivation, solicitation and stewardship through Moves Management and assignments dispersed among Board and staff. S/He reports to the Director of Development and has a close working relationship with the Board of Directors, the Executive Director and other staff. S/He supervises the Tribute Program Manager.

MAJOR RESPONSIBILITIES

MAJOR GIFTS PROGRAM
• Develop and continually refine our overall strategy for working with major donors.
• Cultivate and steward relationships with major donors, managing a portfolio of 90 – 110 top individual donors and prospects.
• Identify, cultivate and solicit existing donors in lower giving categories with the capacity to become major donors within two years.
• Solicit gifts and support the Executive Director and members of the Board and staff in their solicitation efforts.
• Advise and assist staff and board members with their management of major donor relationships.
• Maintain ongoing communication with contracted Grant Writer regarding grants in process and compatible messaging and certain donor prospects.
• Design and manage the Major Gifts program budget.
• Produce reports and donor briefs as needed.
• Develop and execute a Major and Planned Gift communications strategy including quarterly update mailings.
• Plan and coordinate Major and Planned Gift events working with the Office & Events Manager and Communications & Outreach Manager as needed.
• Provide support as needed on other components of the fundraising program: direct response, gift processing, grant applications.
• Participate in trade association conferences and trainings to remain abreast of best practices in land conservancy.

PLANNED GIVING AND BEQUESTS
• Develop and execute Planned Giving strategies to establish a comprehensive Planned Giving program to increase substantially the number of Planned Giving donors and steward existing donors.
• Manage the Planned Giving program and any outside vendors that may be contracted.
• Manage bequest administration, actively maintaining records of bequests in process and communicating with estate administrators. Provide periodic status reports to Chief Financial Officer.
TRIBUTE PROGRAM

- Supervise and mentor the Tribute Program Manager, including the development of a budget, work plan and activities to achieve fundraising goals.
- Assist in the strategizing, cultivation and presentation of major tribute gift solicitations.
- Identify and cultivate potential Major Gift donors from the tribute program pool.

SPECIAL KNOWLEDGE AND SKILLS

- Superlative communications and interpersonal skills
- Desire to mentor and cultivate the skills of junior staff
- Ability to self-start, collaborate, delegate, prioritize, and empower others to act and exceed expectations
- Skilled at incorporating long-range strategic thinking into measurable annual action plans
- Experience managing donor special events
- Highly comfortable with public speaking and representing Sempervirens Fund to the public at outreach and donor events
- Attention to detail and commitment to accuracy
- Strong budget management skills
- Personal qualities of integrity, sense of humor, and “can do, will do” attitude
- A commitment to the highest standards of professional ethics
- Familiarity with Raiser’s Edge software
- Ability to work some weekends and evenings
- Valid CA driver license
- Ability to hike in forests and lift up to 20 lbs.

QUALIFICATIONS

- At least five years of experience soliciting major gifts, two at the management level
- At least two years of experience working closely with Boards of Directors and Committees of the Board
- At least two years of experience supervising staff
- A proven record of fundraising accomplishments

To Apply
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