



Heal the Bay

**Heal the Bay  
Job Announcement**

**POSITION: Major Gifts Officer**

**REPORTS TO: Advancement Director**

**Position Summary:**

Develop a comprehensive and dynamic plan to identify, cultivate, solicit and steward major gifts to achieve the organization's revenue goals. Implement a donor centered cultivation process, a value centered solicitation style and a mission based appeal.

**Key Responsibilities:**

- Create and implement a major giving strategy, ensuring a specific plan for current, lapsed, and potential donors.
- Manage an active pipeline of prospects. Participate in an average of 10 personal Major Donors visits per month..
- Develop and implement a solicitation strategy for each assigned major gift prospect, including preliminary research, preparation of written proposal informational materials, and other materials needed to secure major gifts.
- Maintain excellent major donor relations through personal contacts, phone calls, email and letter correspondence.
- Manage personal acknowledgements for Major Donor gifts.
- Build and manage internal and external networks to assist in identification, cultivation and solicitation of major gift prospects and support.
- Manage and implement the Year-End Major Donor Mailing, as well as additional appeal mailings throughout the year.
- Organize at least 6 small cultivation events per year in supporters' homes.
- Manage and implement Major Donor Benefits, including lecture series and programmatic invitations.
- Manage all major gift tracking processes and reports.
- Stay informed about the organization's programs so as to be able to effectively represent them to donors.
- Manage the Major Donor budget and ensure compliance for mailings and events.
- Assist with engaging Board of Directors for Major Donor campaign, Annual Dinner and fundraising events. Support Chief Executive Officer by overseeing Board of Directors campaigns, stewardship and reporting, as needed.

- In conjunction with Chief Executive Officer and Advancement Director, establish and meet annual goals for major and planned giving programs as developed within the annual budget.
- Other duties as assigned by management.

**QUALIFICATIONS:**

- 5 years success operating and managing an individual giving program, with success in making one-to-one asks of donors.
- Versed in the Los Angeles community and environmental field, a plus
- Demonstrated ability to work effectively with staff, volunteers, board members and general public, including public speaking experience
- Excellent oral and written communication, planning, and organizational skills
- Bachelor's degree required
- Working knowledge of Word, Excel, and database management programs. Salesforce a plus
- Ability to maintain discretion and handle confidential material
- Proven initiative and excellent time-management skills
- Experience working with budgets and timelines

Please send a cover letter (with salary requirements) and resume to: [development@healthebay.org](mailto:development@healthebay.org) or apply online at [www.healthebay.org/jobs](http://www.healthebay.org/jobs). Heal the Bay is an equal opportunity employer and actively recruits to promote diversity in our workforce.

Hours: Full time. Some weekend and evening hours required.

Salary Range: Based on experience, plus full benefits.

Start Date: ASAP