



## Job Announcement: Major Giving Manager

### Position Details

- **Employment type:** Full time; exempt
- **Compensation:** \$86,600-\$97,950 (salary dependent on qualifications and our compensation policy)
- **Benefits:** Includes employer-paid medical/dental/vision insurance, 3% Simple IRA match, 12 sick days per year, 12 holidays, and vacation starting at 3 weeks per year (increasing to 5 weeks over six years). Sabbatical offered after 8 years.
- **Location:** Seattle (hybrid). 1-2 days per week in the office, with the option for remote work. Some nights, weekends, and travel in Washington required.

### Position Summary:

We are seeking a Major Giving Manager responsible for identifying, cultivating, and soliciting gifts of \$1,500 and greater. This position is a critical component of the Philanthropy team and the primary fundraiser responsible for major giving. They will manage a portfolio of ~150 donors with an annual revenue goal of \$1.1-\$1.3M (30-40% of total revenue). The Major Giving Manager will be an experienced and strategic fundraiser with strong relationship-building skills. They will implement fundraising strategies to increase individual contributions, retain donors, and expand our major donors and prospects. This position is part of a fundraising team that also includes membership, events, and grants. This role works in partnership with staff managing mid-level donors to identify prospects and ensure engagement with all individuals within our community. They will also play a key role in supporting our annual auction. This is an opportunity to take a strong existing major donor portfolio and elevate it by designing a strategic, collaborative, and impactful major giving program.

### **Responsibilities**

#### **Donor Portfolio and Relationship Management (60%)**

- Develop and lead a comprehensive major giving program for gifts over \$1,500.
- Manage an existing portfolio of ~150 of Conservation Northwest's largest donors.
- Create year-round engagement opportunities and communicate with supporters and prospects through in-person and virtual meetings, events, digital engagements, and writing.
- Create strategic correspondence, including solicitations, briefing materials, written proposals, reports, and cultivation pieces to engage donors and prospects.
- Identify and execute opportunities in workplace giving matches, such as the Microsoft Giving Campaign.
- Provide significant support to the annual Auction and Dinner, specifically, table captain and attendee recruitment, paddle raise pledges, donor follow-up and thanking.
- Plan and lead donor events, including the annual major donor briefing and field trips.

#### **Strategic Planning and Execution (20%)**

- Drive the strategies and plan to identify, cultivate, upgrade and/or solicit retained and new donors, with an eye to building a strong pipeline.
- Conduct, analyze, and use prospect research to identify potential donors. Focus on discovery, cultivation, and solicitation of individuals with a capacity to give \$5,000 or greater.
- Work closely with the Philanthropy Director and other staff to ensure that donors and prospects are integrated into annual giving strategies, programs, and events effectively.

- Support the Executive Director to secure new, upgraded, and renewed gifts.
- Engage with the Board of Directors to support fundraising, auction recruitment, and new prospects.
- Capture all interactions and relationships in the CRM records.
- Produce monthly reports on portfolio activity and performance measured against fundraising goals

#### **Collaboration (10%)**

- With the Philanthropy Director, create and manage revenue projections for the annual budget; track and report on progress to goal including gifts and pledges, as well as expenses.
- Collaborate with the Philanthropy Team on overall revenue strategy and execution (analysis, prospect identification and segmentation, strategies for cultivation and stewardship, and gift processing).
- Coordinate with Program and Communications staff on collateral needs for donor cultivation and stewardship, and support staff in practicing their own direct engagement with donors and prospects.
- Opportunity to engage with Conservation Northwest's Equity Change Team.

#### **Knowledge Base (10%)**

- Incorporate best practices for fundraising and use data-driven strategies to build a pipeline of donors and increase average gift amounts.
- Utilize tools (Salesforce and Wealth Engine) to run data analysis on giving patterns and opportunities.
- Stay current with trends in fundraising and emerging means of gifting to look for new ways to engage with our audience, including estate and non-cash gifts.
- Maintain knowledge and expertise in Conservation Northwest's programs and priorities.

#### **Desired Qualifications**

Conservation Northwest recognizes that successful applicants may have a variety of backgrounds that do not perfectly match the desired qualifications. Candidates that align with a majority of the job description and have an aptitude and interest in acquiring new skills or experience are encouraged to apply.

- 7+ years of experience in nonprofit fundraising or similar area.
- Proven track record of closing 5-figure gifts from a dynamic portfolio of donors and prospects. Familiarity with the Seattle/Washington philanthropic community a plus.
- Ability to develop creative and nuanced donor strategies.
- Interpersonal skills and interest in building strong relationships with donors, prospects, and Conservation Northwest staff.
- Strong oral and written communication skills, with an aptitude for communicating ideas with enthusiasm to donors and effectively matching donor interests with Conservation Northwest needs.
- Knowledge of fundraising principles/best practices to build and maintain relationships with donors.
- Project management experience with strong organization and analytical skills. Ability to effectively plan and set priorities, manage several projects simultaneously.
- Ability to organize and support small events to cultivate major giving.
- Ability to work effectively in a collaborative team environment and support a positive work culture.
- Proficiency with Microsoft suite, Salesforce or similar database software, email platforms, etc.
- Dedication to fundraising for environmental and conservation causes.

*Conservation Northwest is an equal opportunity employer committed to an inclusive workplace that represents the diversity in our communities. Veterans and people with diverse social, racial, and ethnic backgrounds are encouraged to apply. All qualified applicants will be considered for employment without preference given to race, color, religion, sex, sexual orientation, gender identity, social background, or disability status.*

**Who we are:**

Conservation Northwest has a 35+ year track record of success protecting and connecting wildlands in Washington and British Columbia, and recovering our region's iconic wildlife including wolves, wolverines, fishers, lynx, and grizzly bears. We recognize that for long-term progress, conservation must go hand-in-hand with healthy, prosperous and equitable communities. Our M.O. is simple: connect the big landscapes, restore the most vulnerable wildlife, and protect our natural heritage for future generations. We have an annual budget of \$3-\$4M and 28 staff working across Washington. Our conservation community also includes more than 15,000 activists, supporters, and online followers.

**Our Mission:** We protect, connect and restore wildlands and wildlife from the Washington Coast to the British Columbia Rockies.

**Our Values:** Adaptability, boldness, collaboration, empathy, equity, integrity, pragmatic idealism, rationality, tenacity

**To Apply:**

Please send a resume and brief cover letter detailing your relevant experience and interest in this position to Meghan Madden, Philanthropy Director, at [jobs@conservationnw.org](mailto:jobs@conservationnw.org). Include Major Giving Manager in the subject. Priority will be given to applicants that apply by August 29, with a target start date in late October/early November. No phone calls, please. Final applicants will be asked to provide professional references.