

**Job Title: Major Gifts Officer****Department:** Development**FLSA Status:** Full-time, Exempt**Reports to:** Chief Development Officer**Salary Range:** \$80,000+/year**To apply:** LivingDesert.org/about-us/careers/**Position Summary:**

The Major Gifts Officer will work with the Director of Development, President/CEO, Development staff, and appropriate Board and volunteer committees to progressively build the fundraising capacity of The Living Desert. The primary focus is developing and cultivating partnerships/relationships between The Living Desert and high-capacity donors to advance the mission of The Living Desert.

Key Responsibilities:

- Develop relationships with donors to accomplish their philanthropic goals with The Living Desert.
- Research, identify, cultivate, and solicit prospects capable of making significant gifts (\$50,000 to \$1,000,000).
- Cultivate and steward donors building philanthropic support by maintaining timely and consistent contact with donors and potential donors to establish, sustain and enhance positive relationships leading to significant gifts.
- Represent the organization to the community and through professional functions as appropriate.
- Write and maintain accurate donor contact reports and donor records.
- Assist with other efforts and projects as assigned.
- Contributes to desert conservation through the reduction of waste, water, and energy use and inspiring guests and team members to take conservation actions.
- This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Qualifications:

- Principles and practices of effective fund development strategies, specifically in major donor giving.
- Strong verbal and written skills to communicate clearly and persuasively.
- Exceptional interpersonal skills with the talent and the personality to work collaboratively, accept responsibility, and motivate colleagues, volunteers, and donors.
- Ability to work with others in a team setting.
- Willingness to form professional networking relationships with others.
- Perform duties with a high degree of independence, integrity, and ethical standards.
- Ability to work in a small department where hands-on participation is needed.
- Exceptional organizational skills.
- Ability to read reports, gather and analyze data and compile information for written reports.
- Personal computers, hardware, and software programs, including Word, Outlook, Excel, and CRM fundraising software (prospecting, research, wealth screening).
- Budgeting processes and ability to work within an established budget.



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Specific Skills Required:

Previous background should include demonstrated ability to work with others in developing donor relationships; must be excellent communicator, both verbally and in writing; demonstrated ability to deal appropriately with individuals from a wide range of backgrounds and experiences; well-versed in the protocols of fund development related to elevating donors to greater levels of giving (i.e., moves management); and proficient working knowledge of fundraising database programs.

Proficient working knowledge of Microsoft Office applications (Word, Excel, etc.).

Bachelor's degree preferred and a minimum of ten years' success as a development professional or comparable sales/marketing experience. Prior experience in annual giving, event management, and donor relations is highly desirable. Will substitute applicable experience for part or all the education requirements.

Must provide proof of vaccination from COVID-19, including booster if eligible.

Working Conditions:

PHYSICAL EFFORT: Occasional standing, walking, bending, twisting, climbing, crawling, kneeling, reaching motions.

DISCOMFORT/RISKS: Occasional exposure to extreme heat, chemicals, and dust/airborne materials.

HOLIDAY/EVENING WORK: Occasional evening, weekend, and holiday work.

TRAVEL: Some travel may be necessary to attend local events within the Coachella Valley as well as outside of the Coachella Valley, e.g., to meet with prospects, and manage cultivation receptions. Conference and workshop attendance is available depending on budgetary demands.

OTHER: Must hold a valid California driver's license and be insurable on The Living Desert's automobile policy.