

Job Search

Leadership Annual Gifts Associate/Officer

9420 Athena Cir, La Jolla, CA 92037, USA Req #330

Date Posted: Tuesday, August 1, 2023

Reporting to the Director of Advancement (DA), the Leadership Annual Gifts Associate/Officer (LAGA/O) will execute various aspects of La Jolla Institute's annual fundraising program and build and maintain a portfolio of prospects that have the capacity for upgraded giving. The LAGA/O will personally cultivate their portfolio prospects to learn more about their areas of interest and deepen the prospect's affinity for the institute with the goal of directly soliciting annual leadership gifts up to \$24,999. The LAGA/O will also assist the major gift team in identifying and qualifying new major gift prospects.

This person may interact with Board Members, donors and top prospects on the Institute's behalf, this position requires an advancement professional with experience working with this constituency. This person may also interact and work with faculty to identify needs for philanthropic support to coordinate meetings between them and prospects and donors. This person will work closely with the Director of Advancement (DA), Major Gifts Team, and Engagement & Stewardship Officer (ESO) to execute prospecting, fundraising and stewardship strategies.

Essential Duties & Responsibilities

Fundraising:

- Works with the DA to execute annual fundraising strategies and programs including but not limited to: direct mail appeals, digital strategy, renewals program, new contact and donor nurture programs, and workplace giving campaigns (including CFC).
- Proactively identifies and qualifies new leads for LAG or MG portfolios from LJl's donor base to bridge annual fund donors with larger gift opportunities and motivations.
- Maintains a personal portfolio of 100-150 leadership gift prospects (individuals, foundations, or corporations) and cultivates portfolio members through tours, meetings, discussions, communications and other experiences that facilitate prospects towards gifts.
- Under the supervision of the DA develops individual proposals and solicits gifts (typically valued under \$25,000); may be involved in the development of larger gifts with the approval of the VPA.
- May develop planned/blended gift strategies for portfolio members identified as planned gift prospects under the supervision of the VPA.
- Tracks all contacts, accounts, opportunities and activities in Salesforce database. Responsible for compliance with prospect management guidelines for data entry and metric tracking that accurately reflect activity and performance and track progress toward meeting fundraising goals.

Stewardship:

- Supports the DA as requested related to annual and lifetime giving societies.
- Responsible for stewardship of portfolio (i.e. personal stewardship, report writing, etc.) and works with the ESO as needed for support.
- Works with DA and VPA to execute stewardship for portfolio members that is in line with the department's comprehensive stewardship strategy.

Events and Outreach:

- Conducts research and develops strategy for all portfolio prospects coming to institute events/tours/meetings and shares it with the VPA, Institute leadership and other key personnel.
- Staffs LJl leadership or faculty at external events as requested by the VPA.
- Attends and supports ESO at all LJl public events (i.e. Life Without Disease) and third-party events hosted by others at LJl.
- May attend donor and prospect events (i.e. salon events) as determined by the VPA.

Other:

In addition, the LAGA/O shall:

- Represent the Advancement Department internally as assigned.

- Represent LJI externally as assigned.
- Other duties as designated by the DA and VPA.

Leveling Requirements

- Minimum two years of experience of related experience required, fundraising experience preferred.
- Demonstrated ability to maintain absolute confidentiality and high levels of sensitivity.
- Demonstrated experience and the ability to interact in a positive and effective manner with diverse clientele, including donors, Board members, senior management, faculty, and other staff using a high degree of tact, diplomacy, and discretion, with an emphasis on flexibility and professionalism.
- Demonstrated ability to prioritize competing work and deadlines, while still producing highly accurate work.
- Proficient with MS Office Suite and G Suite.
- Prior experience with a CRM required, Salesforce preferred.
- Willingness to travel and to work hours outside the normal working day (i.e. nights and weekends).
- Ability to work independently and as a member of a team, establish priorities, and work collaboratively as a member of a diverse community.
- BA/BS degree preferred.

To Apply:

Interested applicants please submit the following in a single attachment:

1. A cover letter describing your background and interest in the position
2. Your CV
3. Contact information for three references

LJI provides Equal Employment Opportunity (EEO) to all employees and applicants for employment, and prohibits discrimination and harassment of any type, regardless of race, color, religion, age, sex, national origin, marital status, disability status, genetics, medical conditions, protected veteran status, sexual orientation, gender identity or expression, reproductive health decisions, or pregnancy, or any other condition protected by state and local laws. This applies to all terms and conditions of employment, including recruitment, hiring, placing, training, promotion, compensation, benefits, transfers, educational assistance, terminations, layoffs, recalls, transfers, leaves of absences, and social and recreational programs.

With over 30 different countries represented, diversity is respected and celebrated at LJI. We are committed to ensuring a safe and compassionate environment that is equal, just, and fair. Science and discovery benefit from a diversity of talents, a diversity of approaches, and a diversity of perspectives. The La Jolla Institute's Diversity, Equity, and Inclusion Initiative is designed to help us identify areas at the Institute that need improvement so we can together create an environment that is inclusive, provides equal opportunities, and opens doors that propel our research for human health.

La Jolla Institute is committed to compensation that is externally competitive and internally equitable. We validate this commitment by conducting regular market analyses to remain competitive with organizations of similar size in the nonprofit, independent research sector. Compensation decisions consider a variety of factors including experience, education, unique skill sets, organizational need, and internal equity.

Other details

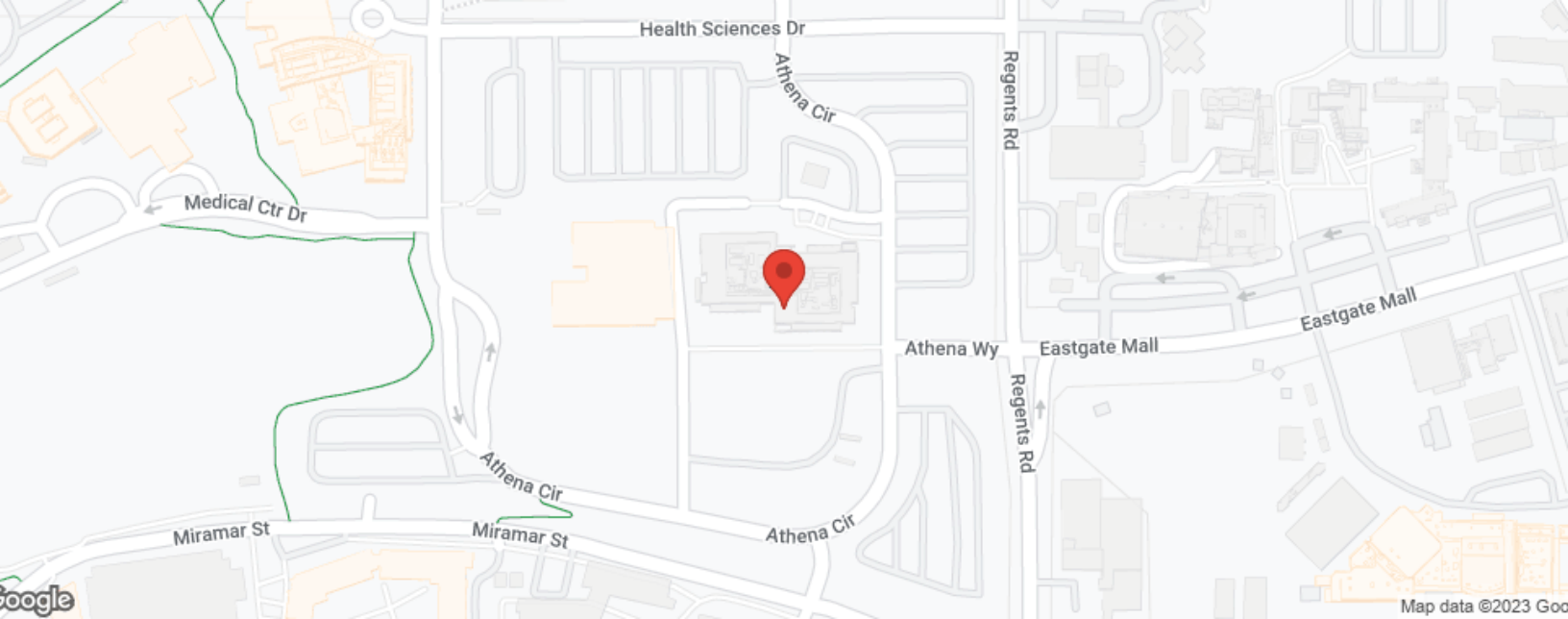
Job Function GA

Pay Type Salary

Min Hiring Rate \$60,000.00

Max Hiring Rate \$90,000.00

Apply Now



9420 Athena Cir, La Jolla, CA 92037, USA

Share this job: