BUTTERFLY
PAVILION

Title: Major Gifts Officer

Position Reports To: Vice President of Development

Direct Reports: None currently; future reports

About Butterfly Pavilion: Here at Butterfly Pavilion, we transform the way people think about invertebrates. These small but mighty animals that surround us are so much more than people think. They are everywhere, because everything depends on them. They are the hidden heroes of the animal kingdom. As the leader in invertebrate knowledge, inspiration and connection, Butterfly Pavilion works to foster an appreciation of these critical animals by educating the public about the need to protect and care for threatened habitats globally, while conducting research for solutions in invertebrate conservation. Whether it is providing unique, hands-on learning experiences in our exhibits and educational programs, conducting new research that sets the standard for zoos across the country or building innovative solutions for species and habitat conservation in countries around the world, Butterfly Pavilion is leading the way in ensuring invertebrates are protected for the future.

Looking forward, we are committed to providing the most enriching experience for our audience, being recognized as a scientific authority, and being a leading educational resource for invertebrate animals. To this end, Butterfly Pavilion is in the early stages of launching a $55 million Capital Campaign to build a new Butterfly Pavilion in Broomfield, Colorado in a brand new, state-of-the-art facility in 2025.

A large part of who we are as an organization is how we interact with each other. Valuing our facility, guests, donors and our team is a priority, without these puzzle pieces we can't make it all work, these Core Values guide us throughout our day. We **Love What We Do** at Butterfly Pavilion, we **Make Science Cool** by **Going Above and Beyond** for all guests, donors, and team members while also **Leading Change** in invertebrate conservation. **We Know Our Stuff** and work to have a healthy culture by **Being Positive** and **Welcoming to All.** These aren't just words, but words for us to live by here at Butterfly Pavilion.

FLSA: Full Time/Exempt

Salary/Hourly Rate: $70,000-$83,200 ($33.65-$40.00)

Position Summary: Butterfly Pavilion's Major Gifts Officer is a front-line fundraising professional responsible for securing major and other philanthropic gifts for the organization by strategically managing a portfolio of prospects and donors with significant giving potential. The Major Gifts Officer's primary focus will be in securing gifts for Butterfly Pavilion's capital campaign and will create and maintains relationships, connecting each individual's interests to Butterfly Pavilion's priorities. Duties will include identifying, qualifying, cultivating, soliciting and stewarding major and planned gift prospects and donors. Retaining and upgrading existing donors through strategic engagement and stewardship is expected. The Major Gifts Officer position needs a detailed and goal-oriented individual, with demonstrated skill in relationship building, project support, information management, and verbal and written communication. The Major Gifts Officer will work closely with the VP Development to increase to support and manage the organization's current capital campaign. The benefit of this position will be the satisfaction of helping donors fulfill their passions and interests through their giving to Butterfly Pavilion.

Essential Functions & Responsibilities:

- Manage and support activities, events, prospecting and research for current Capital Campaign.
- Manage a portfolio of donors and prospects capable of four-figure and above gifts general operating, programmatic, and capital support.
- Create individual goals and strategy plans for each prospect and donor in portfolio, based on the donor's history of giving and the organization's knowledge of that donor's potential. Prepare written proposals, informational materials, gift agreements, gift illustrations and other duties to engage supporters.
- Implement programs and activities (in tandem with Board members and Butterfly Pavilion's leadership) to identify, cultivate, solicit, and steward donors at the highest levels.
- Engage prospects and donors through multiple channels, including in-person meetings, events and written communications. Conduct face-to-face meetings with prospects and donors at least to carry out discovery visits, provide briefings, implement tours and solicit donors for support.
- Collaborate with Development team and senior leadership on the development and implementation of cultivation and stewardship events.
- Develop and execute ongoing strategies for qualifying prospects and moving them up the ladder of engagement using tools such as small cultivation events, research, and community networking.
- Lead efforts to build a planned giving program.
- Identify potential planned giving prospects among donors and engage appropriate colleagues for solicitation.
- Maintain contact reports from face-to-face meetings, donor correspondence, meetings and other activities in database (Neon), ensuring information is current and entered timely.
- Create donor reports in the organization's donor database for use in prospecting, portfolio management, event management, and other needs.
- Prepare monthly revenue and activity reports; track and document all portfolio revenue and cultivation activities on a weekly basis.
- Collaborates with VP of Development on new revenue opportunities and major gift strategy.
- Provide research and meeting preparation for VP of Development, CEO, and other senior staff as needed for any donor/prospect meetings.
- Assist in other financial development projects as assigned.
- Work collaboratively with others to solve problems, achieve common goals, and positive results. Listens to others and values opinions.
- Attend all relevant Butterfly Pavilion events on- and off-site.
- Maintain an ongoing knowledge of Butterfly Pavilion programs, outreach and strategic initiatives

Competencies:

1. Builds relationships
2. Project/Time management
3. Results and Goal-Oriented
4. Resource Generation/Development
5. Resource Management
6. Strategic Thinking
7. Coaching and Developing
8. Decision-Making

Qualifications/Experience:

- 5-7 years of experience in non-profit fundraising is required and major gift fundraising preferred.
- Bachelor's degree required, and an advanced degree in a related field is a plus.

- Must have a successful track record of closing four- and five-figure gifts; six-figure gifts a plus.
- Demonstrated ability to provide exceptional customer service to donors and community stakeholders.
- A sophisticated and comprehensive understanding of fundraising principles and practices, and a demonstrated high level of professionalism, collegiality, self-motivation, and success in fundraising.
- Excellent written, verbal, and interpersonal communication skills, great attention to detail, the ability to process and maintain confidential information, and develop strong relationships with both internal and external constituencies to promote a positive collaborative spirit across the organization's network.
- In-depth knowledge of the communities served by Butterfly Pavilion.
- Experience with Neon or equivalent database preferred.
- Public speaking and Spanish language skills a plus.

Additional Requirements:

- Manage employees within the Fund Development branch and is responsible for employee lifecycle (hire, inspire, coach, develop, and reward), including performance management, coaching, development, and hiring of the employees.
- Regular attendance to organization, branch and department staff meetings and trainings.
- Other duties as assigned

Work Environment / Physical Requirements:

While performing the responsibilities of this position, these work environment characteristics are representative of the environment the position will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of this position.

At Butterfly Pavilion, the employee is occasionally exposed to moderate to loud environmental noise for extended periods of time.

While performing the responsibilities of this position, the employee is required to talk and hear. The employee is often required to sit and stand, use their hands and fingers, to handle/feel/grasp. The employee is occasionally required to reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Employee should be able to lift, carry and items up to 50 lbs.

How to Apply:

Butterfly Pavilion is an Equal Opportunity Employer and encourages people of all backgrounds to apply for open positions and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty or veteran status.

Applicants must submit a Resume and Cover Letter to the following link: https://www.applicantpro.com/openings/butterflies/jobs/1700720-20970. Position is open until filled. No phone calls or drop in's please.