



RIVERKEEPER®

POSITION DESCRIPTION

Title: Major Gifts Officer
Program: Office of Development
Reports to: Vice President for Development

Riverkeeper is New York's premiere water quality advocate. This is an exciting opportunity to join a dynamic organization experiencing significant growth. Over the last five years the organizational budget has grown by 65% due in large part to its major gifts program. The Major Gifts Officer will be essential to building this program and establishing new relationships.

The Major Gifts Officer will be a frontline fundraiser, primarily responsible for the cultivation, stewardship and solicitation of Riverkeeper's major donor portfolio, driving the effort to secure gifts at the \$5,000+ level from individuals and family foundations, to help reach a current annual goal of \$1.5 million. This position will develop and implement strategies for identifying and major gift prospects, cultivating donors and prospects, and maximizing gifts. The Officer will also identify and develop strategies for candidates for the Board of Directors and other leadership opportunities, including the Advisory Board, Junior Council and the recently formed Leadership Council. The Officer will assist with special events, including conception, planning and implementing strategic donor cultivation events and assisting with fundraising and logistics for the annual benefit and other events as needed.

Responsibilities include the following:

- Ensure the continued stewardship and solicitation of existing portfolio of major donors to ensure that gifts are renewed and increased wherever possible.
- Develop a growing and active pipeline of major donors by: working closely with Membership and Foundation Managers to identify prospects from daily/weekly gift reports; mining the existing database to uncover prospects; reviewing donor lists from peer organizations; and using other strategies and prospecting resources to identify and qualify new potential major donors.
- Work with the President and VP, for Development to enlist the participation of board members and other volunteer leadership in identifying, cultivating and soliciting major donor prospects.
- Assist VP for Development and Committee Chair with management of Development Committee. Attend meetings, set meeting dates, compose agenda, prepare presentations, invite outside guests, etc.

- With VP for Development, grow and manage the newly formed Leadership Council (individuals committed to a minimum of \$25K a year for three years)
- Develop short- and long-term strategies for prospects, including goals for annual giving and discrete campaigns. Incorporate the Moves Management giving cycle with clear benchmarks for success; set and meet goals for number of touch points annually.
- Work with Senior Staff to develop stewardship and solicitation strategies, write memoranda and meeting scripts to prepare senior staff to make successful asks.
- Plan and implement strategic donor cultivation events and support Riverkeeper's biggest annual fundraising event each spring. Enlist the support of high-level donors and volunteers to host events and provide new prospect names. Execute logistics, develop strategic event program in consultation with senior development staff, and strategize and coordinate post-event follow-up.
- Write solicitation and acknowledgement letters, proposals, donor recognition pieces for publications, and other materials as needed. Develop methods and materials to convey the impact of gifts and ensure that donors are kept up to date on key developments in Riverkeeper's fast-changing campaigns and priorities.
- Maintain donor records in the Raiser's Edge database: enter contact reports and ensure that next steps are scheduled for all active and prospective donors; maintain accurate contact information; run reports based on gift capacity, giving history, outstanding contacts, and other criteria as needed.
- Determine gift capacity ratings for donors and prospects based on prospect research and prioritize prospects for the President, Vice President for Development, the Officer of Major Gifts and other staff and volunteer leadership as appropriate.
- With VP for Development, develop and track revenue goals for major giving. Develop and manage expense budgets for major giving, tracking adherence to spending limits.

Qualifications

- Bachelor's degree
- Minimum of five years progressively responsible experience in Development, including at least three years' experience as a front line fundraiser in individual or major gifts
- Experience assessing capacity through prospect research, developing successful donor acquisition strategies, and managing donor relations
- Experience deploying program and senior staff strategically in cultivation and solicitation strategies
- Excellent writing and communication skills required; grant writing experience a plus
- Proficiency in Microsoft Word and Excel, and experience with Raiser's Edge or similar fundraising database

- Experience with special events a plus

In addition to possessing these qualifications, the ideal candidate will be creative, organized, strategic and collegial. He/she must be a self-starter with a sense of urgency and a bias toward execution. Must have long-range planning skills and the ability to be flexible and open to new ideas, as well as the ability to function at peak in a fast-paced environment. A sense of humor and positive attitude are essential.

Hours and Compensation:

This position is fulltime at 40 hours per week with full benefits. Salary is commensurate with experience.

Location: Riverkeeper is located in Ossining, New York, on Metro-North train line.

To Apply: Please send a cover letter, writing sample and resume to humanresources@riverkeeper.org with “Major Gifts Officer” as the subject line. No phone calls please.

Riverkeeper is AA/EEO employer.

Women, people of color and LGBTQ candidates are strongly encouraged to apply.