

The Land Conservancy of San Luis Obispo County Fundraising Program Manager / Philanthropy Officer

Vacancy Announcement: Fundraising Program Manager / Philanthropy Officer

Position Type: Office based, Full-Time / Salary (~ 40 hours /week), Exempt

Starting Salary Range: \$70,000.00 to \$90,000.00 annually, DOE

Benefits: Health Insurance contributions, Dental and Vision Plans, 401(k) match, Paid Time Off (PTO), 13 paid holidays, Paid Family Leave, Wellness Program, special property access, employee discounts

Overview

The Land Conservancy of San Luis Obispo County is a local non-profit land trust working to conserve and care for the diverse wildlands, farms, and ranches of the Central Coast. We connect people to the land and to each other. LCSLO strives to create a family–friendly work environment with flexible work hours, a team-oriented structure, and good benefits.

The Fundraising Program Manager implements LCSLO’s fundraising activities in close collaboration with the Engagement team. They are responsible for maintaining and promoting ongoing private giving; cultivating a portfolio of major donors; managing major donor events; growing and supporting the Terra Firma Society (LCSLO’s planned giving program); and working closely with leadership staff, the Board of Trustees, and the Development Committee to increase private giving and promote a “culture of appreciation and philanthropy” throughout the organization.

Essential Duties

Major Giving – 40%

1. Develop and implement strategies to secure major gifts (\$5,000+).
2. Identify prospects (individuals, corporations and foundations), including by upgrading annual giving donors/members.
3. Maintain an active portfolio of at least 30-40 active donors & prospects that receive ongoing direct communications and engagement.
4. Identify and support grant opportunities in coordination with program staff, reporting progress to funders.
5. Grow and develop planned giving prospects by promoting estate planning opportunities.
6. Collaborate with professional partners/institutions in completing gift arrangements which require tax or estate planning.
7. Support the Executive Director and Leadership Team with major gift cultivation, solicitation and stewardship.

Membership/Donor Development Program – 40%

1. Implement and update the Annual Development Plan.
2. Plan, develop, and execute strategies for obtaining private donations.
3. Meet or exceed annual fundraising goal of \$300,000 in NEW major gifts annually.
4. Create specialized donor solicitation and fundraising campaign materials.
5. Ensure all donors receive appropriate and meaningful recognition.
6. Oversee planning and execution of Annual Conservation Reception (200 guests) with support of Engagement and Director staff.
7. Provide professional representation at relevant events and gatherings.
8. Make powerful presentations that inspire potential donors and inform the community at large of the LCSLO mission. Assist others (staff and Board members) with presentation preparation.

Board Development and Support – 15%

1. Attend monthly Board meetings and provide regular donation analysis and program evaluation via monthly board reports and an annual program presentation to the Board.
2. Work closely with Board Trustees and Development Committee to leverage donor connections.
3. Coordinate speaking opportunities for staff and board.

Membership Database Management – 5%

1. Supervise Development Coordinator and oversee accurate entry of data to donor database (Bloomerang).
2. Oversee timely and accurate gift acknowledgment.
3. Create and provide detailed donor reports for specific fundraising efforts.

General Duties

1. Regularly communicate needs with all Managers and Directors, balance demands of multiple tasks and projects.
2. Provide own transportation to LCSLO field and office facilities.
3. Be mindful of personnel policies and procedures.
4. Be respectful and professional; avoid behavior that would interfere with the work of others.
5. Maintain a professional separation between work and personal activities.
6. Maintain complete confidentiality at all times.
7. Identify problems and suggest solutions.
8. Be conscious of safety hazards and report issues to supervisor immediately.

Required Qualifications

1. Six years progressive experience with non-profit community fundraising, including securing major gifts of \$25,000 or more.
2. Experience with fundraising software and systems to identify and qualify prospects.
3. Knowledge to recommend best practices, needed systems and process improvements.

4. Proficiency with computer programs including Microsoft Word, Excel, Powerpoint and Outlook, website applications, and other contemporary programs as necessary to successfully complete the job functions.
5. Strong organizational and time management skills.
6. Excellent communication skills including ability to write and speak persuasively.
7. Team-oriented mindset, empathetic disposition, perseverance, optimistic and positive attitude, and ability to convey sensitivity to the needs of donors.
8. Willingness to work evenings and weekends and to travel occasionally. Must have a valid driver's license.
9. Highly-motivation with a talent for creating a positive network of relationships.

Preferred Qualifications and Characteristics

1. Degree in a related field.
2. Working knowledge of donor database applications.
3. Demonstrated knowledge of planned giving and complex estate gifting strategies.
4. Demonstrated success coordinating, attracting, and closing major gift funding support for a non-profit organization or institution, including face-to-face solicitation of gifts of \$100,000 or more.
5. Demonstrated leadership with strategic, policy, and budget planning experience in complex organizations.

Physical Job Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. "F" for frequently; "O" for occasionally; "N" for not at all.

Physical

On the job the employee must:

- (O) Bend
- (F) Sit
- (O) Squat
- (O) Stand
- (O) Crawl
- (F) Walk
- (N) Climb
- (O) Push/Pull
- (O) Kneel
- (O) Handle objects
- (O) Reach above shoulder level
- (F) Use fine finger movements
- (O) Other: Operate power equip.

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
- (O) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

Mental

On the job the employee must be able to:

- (F) Read/comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze
- () Other _____

Environmental

On the job the employee:

(N) Is exposed to excessive noise

(O) Is around moving machinery

(O) Is exposed to marked changes in temperature and/or humidity

(O) Is exposed to dust, fumes, gases

(O) Drives motorized equipment

(O) Works in confined quarters

(N) Other: Works with chemicals including toxic glues and herbicides.

Reporting Responsibilities

The Fundraising Program Manager reports directly to the Engagement & Development Director, and is expected to coordinate closely with the entire Director team and Board of Trustees.

Standards of Performance

The Development & Engagement Director, in accordance with the listed Job Functions, will evaluate performance first on a 90-day probationary basis, followed on an annual basis thereafter and will be documented. Frequent informal meetings are encouraged.