



## Major Gifts Manager Position Description

**Location:** Bremerton, WA  
**Salary:** \$68,000 - \$72,000 DOE  
**Benefits:** Health insurance, life insurance, retirement, 15 days/year vacation, 12 days/year personal leave, and 12 holidays/year  
**Job Status:** Full-Time (40 hours/week)  
**Reports To:** Executive Director  
**Closing Date:** Open until filled.

### Great Peninsula Conservancy

Great Peninsula Conservancy (GPC) is a nonprofit accredited land trust dedicated to acquiring and stewarding ecologically valuable lands in our region of west Puget Sound, Washington. To date, GPC has preserved over 11,700 acres of evergreen forests, salmon streams, shorelines, and community greenspaces to help wildlife and people thrive. GPC is committed to creating inclusive environments and equitable opportunities within our organization, the conservation movement, and in the great outdoors. Come join a dynamic team of 14 staff members dedicated to protecting wildlife habitat and connecting people with nature.

### Position Description

Great Peninsula Conservancy is seeking a dynamic and results-driven Major Gifts Manager to join our Development team. The Major Gifts Manager will play a pivotal role in securing philanthropic support from individual donors, foundations, and corporations capable of making large (\$25k+) financial contributions to advance our conservation efforts. This position offers a unique opportunity to engage with passionate supporters, build meaningful relationships, and drive impactful fundraising initiatives to support our mission. We are looking for an enthusiastic conservationist who inspires people to be part of a community that cares for the land. While a hybrid work model is anticipated, candidates must live within GPC's working area of west Puget Sound, Washington. Some travel, weekend, and evening work will be required.

### Responsibilities:

- Develop and implement a comprehensive major gifts strategy to identify, cultivate, solicit, and steward a portfolio of prospective individual donors and family foundations capable of making large financial contributions.
- In partnership with the Executive Director and Development Manager:
  - Cultivate and maintain strong relationships with current major donors, board members, and prospects, ensuring personalized and strategic engagement to deepen their connection to the organization.
  - Manage a portfolio of major gift prospects and donors, overseeing all aspects of the donor cycle, including cultivation, solicitation, and stewardship.
- Conduct prospect research to identify new major gift prospects and develop tailored cultivation and solicitation strategies for each prospect.

## Major Gifts Manager

### Position Description

- Plan and execute donor cultivation events, meetings, and site visits to engage major donors and showcase the impact of their support.
- Utilize fundraising software and database systems to track donor interactions, manage donor relationships, and generate reports on fundraising progress.
- Integrate major gifts strategies with other fundraising initiatives, including annual giving, planned giving, and special campaigns.
- Work closely with staff to stay informed about conservation, stewardship, and community engagement projects, organizational priorities, and funding needs to effectively communicate the impact of donor contributions.
- Stay current on trends and best practices in major gifts fundraising, philanthropy, and environmental conservation to continuously enhance fundraising strategies and techniques.

### Qualifications:

- 3-5 years of experience in fundraising, with a proven track record of successfully securing major gifts (\$25k+) from individual donors.
- Strong interpersonal skills with the ability to build authentic relationships, effectively communicate the mission and impact of GPC, and inspire philanthropic support.
- Excellent written and verbal communication skills, including the ability to craft compelling fundraising proposals, presentations, and donor communications.
- Strategic thinker with the ability to develop and execute comprehensive major gifts strategies, prioritize tasks, and manage multiple projects simultaneously.
- Self-motivated and goal-oriented with a proactive approach to donor cultivation and stewardship, able to set and achieve measurable goals.
- Ability to work collaboratively as part of a team and engage with diverse stakeholders, including board members, volunteers, staff, and donors.
- Proficiency in fundraising software and database management systems (GPC uses Salsa CRM) and Microsoft Office Suite.
- Passion for environmental conservation and a commitment to the mission and values of Great Peninsula Conservancy.
- Ability and willingness to work some non-standard hours for events, including evenings, weekends, and holidays.

### Application Deadline

Open until filled.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they feel they meet every qualification. At Great Peninsula Conservancy, we are dedicated to building a diverse and inclusive workplace. If you are interested in this role, but your experience does not check all the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.

### To Apply

Email your resume and cover letter to Operations Manager Michelle Graves at [Michelle@greatpeninsula.org](mailto:Michelle@greatpeninsula.org).

April 30, 2024