

Major Gifts Officer, Southwest

The Major Gifts Officer, Southwest is part of a growing team responsible for generating approximately \$30M in significant individual gifts annually. The Major Gifts Officer will structure and solicit individual major gifts of \$25,000 and above; develop and manage a portfolio of over approximately 100 prospective donors; and engage prospects and donors in giving to National Park Foundation (NPF) national mission and strategic priorities.

The position based in Southern California will focus on cultivation, solicitation, and stewardship of individual donors and family foundations primarily located in the Southwest of the United States including, but not limited to, Southern California and Texas. The ideal candidate will be located in Southern California, work remotely and travel frequently within this region. Quarterly travel to NPF's headquarters in Washington D.C. will be required, with the possibility of increased visits as requested.

WORKING AT NPF

In 1872 America did something unprecedented; it set aside more than one million acres of wilderness for the benefit and enjoyment of the people. For more than 100 years, citizen involvement and private philanthropy have helped to improve, preserve and protect America's national parks. Since it was established by Congress in 1967, NPF has sustained this legacy of private philanthropy.

As the official nonprofit partner of the National Park Service, the National Park Foundation generates private support and builds strategic partnerships to protect and enhance America's national parks for present and future generations. We are a small organization with a big mandate. Learn more about us at www.nationalparks.org.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

RESPONSIBILITIES AND DUTIES

The Major Gifts Officer will be expected to undertake the following responsibilities and duties:

- Serve as a key member of the philanthropy team responsible for raising approximately \$30M in Major and Principal gifts by actively building and managing a high-value portfolio of donors and prospects with capacity to give primarily at the five-and-six figure or above level.
- Under the direction of the Vice President of Major Giving, establish annual fundraising and targets with clear deliverables and milestones for success.
- Qualify, develop, and manage a portfolio of 100+ prospective donors. Oversee and drive all aspects of the giving cycle.
- Develop short and long-term cultivation strategies for donors, from qualification and cultivation through solicitation and stewardship via in-person meetings, events, and written communications.

- Develop key relationships, solicit and close gifts of \$25,000 and above, focusing on donors with the capacity to make a gift to the National Park Foundation of \$100,000 over three years.
- Educate prospective donors on NPF's national mission, raising funds for both unrestricted and restricted support in alignment with organizational priorities. Stay current on NPF programmatic needs, budgets, and priorities.
- As Relationship Manager, monitor and drive all prospect contacts to ensure positive and purposeful prospect and donor relations. Create proposals and other donor-centric correspondence.
- Move donors in appropriate, timely, and strategic fashion toward solicitation and closure.
- Maintain timely visitation reports, and record correspondence, meetings, and key activities in donor database.
- Work collaboratively and as a team with volunteer and staff leadership, including the president's office, to cultivate and solicit prospective donors.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The ideal candidate for the position of Major Gifts Officer will have:

- A proven track record: Demonstrated ability to successfully manage a portfolio of donors in the 5-, 6- and 7-figure level that resulted in increased giving.
- Donor-centricity: Ability to understand the interests of major gift donors while connecting them to NPF priorities and developing long lasting relationships that maximize gifts to benefit the national parks.
- Expertise in Major Gift fundraising: Fundamental and industry-accepted standards for all aspects of the gift cycle involving prospects and donors.
- Excellent communication: Ability to interface effectively with the highest level of NPF donors and senior staff members, verbally, in writing, and through professional interpersonal skills.
- Ability to travel: Work well from home, and travel extensively throughout Southern California and Southwest region, and when required, Washington D.C. Some evenings, weekends and holiday work will be required.
- Self-Motivation: Ability to both thrive in a fluid, collaborative, team-oriented environment and to work independently effectively.
- Passion for NPF's mission: Dedication to promoting NPF's core mission and priorities and connecting donor's philanthropic impact to advancing shared goals.
- Knowledge of Raiser's Edge or similar donor database.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree is required. Master's or advanced degree is preferred.
- Minimum of five years in development with specific expertise in major gift fundraising.
- As the position is remote working from your home office, the ideal candidate will be based in Southern California.
- Experience with philanthropic communities in Southern California and Texas.

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Familiarity with making travel arrangements and the ability to travel for multi-day engagements.

TO APPLY

If you know you are the perfect candidate for this position, we want to hear from you. Please submit your application through the National Park Foundation ADP portal found [here](#). If you experience technical difficulties during the process, you may submit your cover letter, resume and salary history by email to resumes@nationalparks.org. Please indicate "XX Job Title" in the subject line of the e-mail.

National Park Foundation is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.