

## MAJOR GIFTS MANAGER

### ABOUT WELLNEST

Founded in 1924, Wellnest has always been on the leading edge of mental health and supportive services for children and families. Wellnest helped to pioneer early intervention programs for the 0-5 population, intensive services for at-risk children and families, skills-based mental health services for young adults 16-25, and an inventive collaboration with primary care providers, bringing mental health professionals on-site in community settings. Wellnest's Socially Integrated Service Model is designed to address the whole child, from 0-25, the entire family, and the communities they live in. We blend evidence-based clinical practices to address the effects of trauma; youth development programs and TAY housing to enable children and youth to develop coping skills, self-esteem and stability; and family support services to build on family strengths to promote thriving futures. We work in partnership with the family and engage the larger community—particularly schools and other youth service providers—because we recognize that children need functional families and healthy communities to thrive.

### ROLE SUMMARY

The focus of this position is to identify and deepen long-term relationships built on a firm understanding of donor interests, passions, and values. Act as the primary relationship manager for individual donors to reach or exceed Wellnest's annual funding goals; play a role in soliciting and closing major gifts.

### ESSENTIAL RESPONSIBILITIES

- Work collaboratively with the VP of Advancement & External Affairs and the President & CEO to identify, engage, cultivate, solicit, and steward current and prospective major gift donors, in expanding their financial support of the work at Wellnest.
- Manage a portfolio of major donor prospects.
- Communicate with portfolio prospects through face-to-face cultivation, solicitation, and stewardship meetings, as well as written strategies.
- Assist with creating customized solicitation strategies based on Wellnest's strategic objectives and donor interests.
- Ensure that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation, and stewardship utilizing a moves management protocol that includes tracking in the donor database.
- Responsible for meeting minimum annual fundraising goals.
- Create reports as required by management that accurately reflect portfolio activity and performance.
- Plan, organize, coordinate, and direct fundraising efforts that focus on major gifts.
- Manage and help to design and implement strategies for various campaign activities.
- Develop strategies to share our gratitude with donors, and develop and implement meaningful recognition and other stewardship for major gifts, in collaboration and coordination with key staff and volunteers.
- Assist with developing and refining needed campaign materials, including the case for support, campaign updates, and reports via print, website, and social media.
- Support department activities, such as capital campaigns, donor appreciation events, and other external events.
- Represent Wellnest at fundraising events, committee meetings, and other external events as required.
- Be accountable to personal goals, strategies and metrics, participating in ongoing and regular assessment of progress toward goals.
- Proactively seek professional growth and development opportunities to maintain up-to-date best practices.
- Other appropriate duties, as required.

## QUALIFICATIONS

### Education and Experience:

- Bachelor's degree from an accredited college or university is required.
- Minimum 5 years of successful major gifts leadership experience for a non-profit organization. Demonstrated success in securing major gifts is required.

### Certificates, Licenses and Registrations:

- Must possess and maintain a valid CA driver's license and insurable driving record.

### Knowledge, Skills and Abilities:

- A strong commitment to advancing Wellnest's mission.
- Knowledge of effective private fundraising techniques and practices, including annual fund, solicitation techniques and planned giving programs.
- Proven success in strategic planning and execution of major gifts campaigns.
- Demonstrated project management experience with the ability to efficiently meet competing deadlines.
- Exemplify superior organizational skills and an ability to effectively manage multiple priorities simultaneously.
- Superior communication skills that are rooted in accurately and effectively conveying information, specifically regarding Wellnest's donor projects and goals.
- Strong public speaking skills, and the ability to communicate ideas with enthusiasm to diverse audiences.
- Proven ability to work independently and well under pressure.
- Ability to solve problems while exercising sound judgment and discretion.
- Strong interpersonal skills and ability to build and cultivate relationships to work effectively with a variety of stakeholders.
- Skilled in engaging and working with diverse individuals and groups to accomplish established goals.
- Ability to maintain a high level of ethical and professional standards in accordance with agency and community policy
- Must be comfortable with ambiguity and able to respond adeptly to rapidly changing priorities.
- Database management and advanced proficiency with Microsoft Office suite (i.e., MS Word, Excel, PPT, and Outlook). General ability to adapt to new technology systems and applications, including fundraising platforms.

In keeping with Company policy for all employees, the successful applicant must also complete a test for TB, and fingerprint clearance by the Department of Justice. Proof that you will be fully vaccinated and boosted against COVID-19 per eligibility guidance by your employment start date. Per the CDC and Department of Public Health, individuals are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen). The Company will provide exemptions in accordance with applicable law.

## COMPENSATION AND BENEFITS

- Annual Salary Range: \$80,000 to \$90,000
- Wellnest offers \$10,000/year to build a personalized health benefits package from a choice of available medical, dental, and vision coverage plans, as well as an employer-paid \$100,000 life insurance and long-term disability policy.
- Wellnest employees benefit from an employer-sponsored 401(k) company match, dollar for dollar, up to 3%, and a profit-sharing contribution benefit of up to 5%.

## APPLICATION PROCESS

To apply, please visit [www.wellnestla.org](http://www.wellnestla.org) and submit your application along with your resume and cover letter. Only candidates who are selected for an interview will be contacted.