



Job Title: Manager of Donor Relations

Reports to: President & CEO

Status: Full-time, Exempt

California Agricultural Leadership Foundation (CALF) is a 501(c)(3) non-profit organization with a vision to develop leaders united to strengthen California agriculture and sustainably supply the world. We are committed to leadership training and transformational learning experiences in partnership with four California universities: Cal Poly, San Luis Obispo; Cal Poly, Pomona; California State University, Fresno; and the University of California, Davis. CALF supports the longest continuously operating leadership training experience of its kind in the United States which is widely considered to be the premier program, in its niche, in the world.

Manager of Donor Relations engages the Board to build positive external relationships and secure sufficient annual funding, which allow us to achieve our mission and maximize our impact in the community.

Responsibilities:

- Set fundraising goals, create plans to achieve these goals, and drive implementation, working in collaboration with the President & CEO, Executive Vice President, select board members and staff.
- Develop and execute strategies to diversify CALF's sources of support, including annual campaigns, major gifts, planned giving, and corporate support.
- Effectively develop and manage donor relationships through the various stages of identification, cultivation, solicitation, and stewardship.
- Strengthen relationships with past and current donors, ensuring appropriate, meaningful, and timely recognition of support.
- Collaborate with and support the fundraising work of Alumni Class Liaisons

Experience and Qualifications:

- History of developing strategies and proposals that have led to the successful solicitation and closing of individual, corporate, and/or foundation gifts

- Experience on annual campaigns, working with major donors and on strategies to attract major donors and more donors.
- Knowledge of corporate support cultivation, solicitation, and stewardship techniques
- Familiar with fundraising office administration (best practices, protocols, procedures, and record/data management).
- Excellent written and verbal communications skills, including the ability to skillfully and timely gather and analyze information, and relay it to others clearly and concisely. Ability to write effective proposals, donor solicitations, email communications, and reports.
- A self-starter and quick learner who is highly motivated and outcome-oriented, always seeking innovative approaches to project execution.
- Practices ownership, takes accountability, and able to project manage, prioritize tasks, and deliver quality products on time with limited supervision
- Ability to build and maintain collaborative working relationships with internal and external stakeholders.
- Accomplished metrics-driven fundraiser with a track record of soliciting and closing gifts.
- Ability to bring organizations to new levels of philanthropic achievement.
- Collaborative leader who works successfully with colleagues, donors, volunteers, and board members.
- Ability to be nimble and pivot in response to opportunities and changing landscapes.
- Demonstrate initiative, judgment, and managerial skill to fully meet expectations of position.

Education and Position Expectations:

- Five years of experience in fundraising and communications or equivalent combination of education and experience; experience in agriculture industry sector a plus.
- While performing the duties of this job, the employee may be required to climb, push, pull and occasionally lift and/or move equipment up to 25 pounds.
- Expected to perform full range of duties as assigned.
- Position requires occasionally working long days, nights and weekends and some travel.
- CALF's offices are located in Monterey, CA and staff are expected to work at main office location unless otherwise agreed upon.

Compensation: Commensurate with experience.

Benefits: California Agricultural Leadership Foundation offers a competitive benefits package including extensive health plan, which includes medical, dental and vision coverage and life insurance; contributions to a 403B; and generous paid holiday, vacation and sick leave.

California Agricultural Leadership Foundation is committed to building a diverse workforce. California Agricultural Leadership Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or genetics.

How to Apply: Interested applicants are encouraged to submit a cover letter and resume by email to dferguson@agleaders.org.

This position is available immediately and will remain open until filled.

For more information about California Agricultural Leadership Foundation, please visit
<https://www.agleaders.org/>