

# Donor Relations Officer- Leadership Council

At the Monterey Bay Aquarium, we are passionate about creating an inclusive workplace that celebrates and values diversity. We firmly believe that having a team of diverse backgrounds and voices, working together, increases our capacity to serve our visitors and fulfill our mission. We welcome people from all walks of life into our team and strongly encourage people of color, LGBTQ+ individuals, veterans, and people with disabilities to apply.

## **Job Summary:**

Under general supervision, responsible for raising annual gifts of \$2 million or more annually from assigned portfolio of donors and prospects. The Donor Relations Officer-Leadership Council is responsible for proposing and implementing donor relations strategies and communications to meet revenue goals, retain and grow Leadership Council donor base (annual gifts of \$10,000-\$99,999). Special focus on retention of current donors and cultivation leading to higher levels of giving. Working with development leadership, help grow prospects pipeline with donors capable of making major gifts of \$100,000 or more within assigned portfolio through, both outright and planned. Perform other duties as required.

## **Core Activities:**

- Propose strategies and comprehensive engagement and solicitation plans for assigned portfolio of approx. 200 donors for annual gifts of \$10,000 +
- Make personal contacts through phone calls, emails and meetings to build deeper engagement with a portfolio of Leadership Council donors at \$10,000 or higher. Secure gifts with special emphasis on retention of current donors and upgrades to higher levels of giving.
- Identify and elevate donors with major gifts capacity (\$100,000 or more) to senior leadership. Independently recommend customized strategies for each prospect, including setting goals, objectives and a set of strategic efforts leading to closing increased gifts. Work with leadership and solicit for gifts.
- Qualify prospects with capacity of making gifts of \$10,000 or more annually and confirm prospect research data; develop creative ways to contact and connect with prospects.
- Identify Gift Planning prospects within assigned portfolio and collaborate with Gift Planning team to cultivate and solicit legacy gifts through various giving vehicles.
- Regularly monitor and analyze individual progress and results against goals, and provide regular reports on the progress effectively and proactively to senior leadership in Development.
- Work with Donor Relations Manager-Leadership Council to brainstorm ideas and help plan events for Leadership Council donors.
- Draft emails and letters for communications with assigned portfolio of donors that meet our standards, style guide and brand.
- Assist with special projects and attend donor events for higher level engagement with donors and prospects as assigned.

## **Preferred Knowledge, Skills & Abilities (KSAs):**

- Minimum four-year degree or equivalent experience
- Four or more years of experience in a donor relations or gift officer role with demonstrated success closing gifts of \$10,000 or more
- Experience identifying, qualifying, soliciting, and stewarding gifts from individual donors
- Ability to work independently, to set and achieve goals with a high degree of initiative, self-direction, and self-supervision
- The ability to gather and synthesize appropriate information and recommend a course of action, and to effectively report on the progress.
- Experience in creating letters and copies, including but not limited to appeals, renewals and acknowledgement letters. Must provide examples of their work,
- Experience with gift planning and major donor programs
- High level of initiative, excellent organization skills and attention to detail
- Two years or more years of experience working with database, Tessitura or Raiser's Edge preferred
- Must be comfortable in fast-paced, high-volume environment
- Must have excellent organization skills, attention to detail and critical thinking skills
- Excellent customer service and written/oral communications skills
- Excellent computer skills including Microsoft Word and Excel
- Ability to work within and maintain Monterey Bay Aquarium's Core Values