

MAJOR GIFTS OFFICER

A LITTLE ABOUT US

Founded in 1958, Heritage Conservancy's mission is to preserve natural land and open space and keep history alive, for the benefit of nature and our communities. With the collaboration of regional partners, the Conservancy has helped preserve nearly 16,000 acres of open space, farmland, wildlife habitat, and important watershed areas in Bucks County and the surrounding region. Heritage Conservancy has helped place more than 40 properties and historic districts onto the National Register of Historic Places, and has placed more than 600 historic properties on the Conservancy's own Register of Historic Places, to protect structures that characterize southeastern Pennsylvania and its history.

To advance these mission priorities, and to connect people with the natural and historic resources in their communities, Heritage Conservancy actively works to build constituencies, advocate for land and watershed protection, and bring people to the resources we are trying to protect, on an equitable basis.

Heritage Conservancy's national accreditation by the Land Trust Accreditation Commission affirms the organization's commitment to excellence, trust, and permanence. The Conservancy is among the one third of land trusts nationwide to have earned accreditation by the Land Trust Accreditation Commission. To learn more, visit www.heritageconservancy.org.

YOUR POSITION WITH HERITAGE CONSERVANCY

Reporting directly to the Chief Operating Officer, the Major Gifts Officer will be responsible for the identification, cultivation, and solicitation of major gifts and planned gifts. This position works closely with other members of the development team, board members, executive staff, and outside key contacts to develop prospects and to plan and implement effective multi-year strategies for individual donors having the capacity to make a gift of \$50,000 or more. There is potential to advance to a director-level position.

ESSENTIAL FUNCTIONS

The Major Gifts Officer is responsible for building a portfolio of qualified donors, developing relationships, and securing philanthropic funding to enable our mission activities. Basic responsibilities include new donor identification; cultivation, solicitation, and stewardship of existing donors to increase overall retention and giving levels; and relationship management between donors and others on the board and staff who work with them.

This responsibility includes:

- Understand and apply the principles of developing successful donor strategies.
- Make direct asks to support Heritage Conservancy's operating and capital funding needs.
- Listen for opportunities for gifts of assets or other non-cash gifts, such as planned gifts.
- Provide opportunities for donors to deepen their engagement through effective stewardship

- Involve appropriate partners on staff, on the Board, and among Heritage Conservancy's supporters, keeping them apprised of interactions, issues, or concerns, and direct questions as appropriate.
- Effectively communicate the programs and projects of Heritage Conservancy.
- Develop funding proposals and impact reports for donors.
- Use the Conservancy's donor database.
- Strong attention to detail combined with the ability to prioritize and manage multiple tasks simultaneously in a deadline-driven environment is essential.

RESPONSIBILITIES & SCOPE

- Act independently and in supervisor's stead as needed; exercise independent judgment to identify and solve problems.
- Decisions may have program-wide impact and may bind the organization financially or legally.
- Demonstrate sensitivity in handling confidential information.
- Ensure compliance with Heritage Conservancy policies and procedures and external (donor/legal/IRS) requirements.
- Financial responsibility includes working within a budget and meeting fundraising objectives.
- Manage assigned projects, coordinating the work of peers and setting deadlines.
- May manage or participate in complex or sensitive negotiations.
- May supervise support or administrative staff.
- Persuasively convey the mission of Heritage Conservancy to diverse groups who are important to the organization's overall prosperity.
- Manage a portfolio of donors.

MINIMUM QUALIFICATIONS

- Three to five years of major gift fundraising experience or transferable skill equivalent.
- Knowledge of fundraising philosophies and approaches.
- Excellent management, organization, communication, and interpersonal skills.
- Experience building and maintaining long-term relationships with fundraising constituents.
- Experience asking for and closing gifts of \$25,000 or more.
- Experience managing and tracking multiple prospects and donors.
- Experience working with cross-functional teams.
- Experience, coursework, or other training in fundraising principles and practices.
- Must be able to travel and work nights and weekends as needed.
- Comply with all Heritage Conservancy workplace safety rules and regulations that are in effect, including, but not limited to CDC guidelines related to mitigating the spread of COVID-19 including vaccination.

DESIRED QUALIFICATIONS

- Ability to determine an individual's interests, capacity, and potential for helping the Conservancy meet its goals, and act appropriately to tie those interests with the Conservancy's work.
- Ability to educate and inform prospective and existing donors about appropriate giving vehicles.
- Ability to implement and manage fundraising plans, including individualized cultivation, solicitation, and recognition plans.
- Knowledge of current trends in charitable giving.
- Knowledge of conservation trends and challenges.

HOW TO APPLY

Interested applicants should send a cover letter and resume to Heritage Conservancy at joinourteam@heritageconservancy.org. No phone calls please.