

JOB ANNOUNCEMENT

Major Gifts Manager

Safari Club International Foundation (SCI Foundation)

<https://firstforwildlife.wordpress.com>

<http://safariclubfoundation.org>

LOCATION

Flexible

SUMMARY

SCI Foundation seeks a Major Gifts Manager to support high-level fundraising efforts for a comprehensive fundraising campaign. By managing a focused portfolio of major gift donors and prospects, the incumbent will apply special focus on increasing giving, deepening relationships with SCI Foundation, and building a pipeline of support. This is a challenging position that will develop a wide range of skillsets and provides unique opportunities to build relationships among a diverse group of individuals. The incumbent will serve as a valued member of a small, high performing professional staff devoted to SCI Foundation's fundraising efforts. The primary geographic focus area will be the eastern part of the U.S.

POSITION SUMMARY

This position is responsible for the management, cultivation, major gift solicitation, and stewardship of his/her own portfolio of donors and prospects. This includes working with the Executive Director to support high-level fundraising efforts for SCI Foundation's comprehensive fundraising campaign. The incumbent must be comfortable in dealing with a diverse group of individuals, from business leaders to professionals in the wildlife field. This position requires the incumbent to travel approximately 50% of the time including mandatory travel to SCI's Annual Hunters' Convention for 5-7 days during the first week of February.

ESSENTIAL FUNCTIONS – All areas of responsibility listed below are essential to the satisfactory performance of this position by any/all incumbents, with reasonable accommodation, if necessary. Any non-essential functions are assumed to be included in "other related duties as assigned".

1. Personally manage a focused portfolio of 100-plus major gift donors and prospects, to increase giving, deepen relationships with the Foundation, and build a pipeline of support.
2. Work closely with staff and colleagues to conceptualize and implement strategies to identify and engage new prospects, in support of Foundation priorities.
3. Craft effective proposals, reports, acknowledgements, and other related communications.
4. Plan and execute various cultivation and stewardship activities.

5. Maintain current and accurate records in the database.

NOTE: The essential functions are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties, skills, and efforts. Position descriptions are not intended to form contractual relationships between the employee and the organization but are intended to be a reflection of the primary elements of a specific job.

Must demonstrate an understanding of, and commitment to, hunting as an essential part of biologically sound and ethically responsible international wildlife management.

SCOPE AND COMPLEXITY

Incumbents in this position routinely handle highly sensitive legal and confidential information. The environment is fast paced and constantly changing. Incumbents are called upon to be resourceful problem solvers, resolve conflicting priorities, always maintain professional decorum, and perform with extreme accuracy. The position routinely interacts with senior management, board and committee members, VIPs, as well as other employees at all levels of the organization. The position also interacts with outside vendors and service providers.

PHYSICAL DEMANDS/ENVIRONMENT FACTORS

Essential functions are performed in a typical office environment and require operation commonly used office machines and equipment.

MINIMUM QUALIFICATIONS

The position requires a high school diploma and a Bachelor's degree. Graduate studies in a relevant field such as conservation, business, etc. are a plus. Must possess, or be able to obtain, a valid passport and must be willing to travel, by air, nationally and, if occasionally needed, internationally.

Must demonstrate excellent organizational, analytical, and communication skills as well as extensive development experience, with demonstrated success in soliciting and closing gifts. Exceptional communication skills, both written and verbal, as well as sense of urgency, attention to detail, and ability to think strategically, ability to interface with individuals at every level of an organization, both internally and externally. The ability to adapt quickly to, plan for, and manage multiple projects in a fast-paced setting along with strong initiative, self-motivation and integrity.

PREFERRED QUALIFICATIONS

Knowledge of wildlife conservation, education, a working background, and an appreciation of hunting and the outdoors is preferred. International travel, hunting experience, and Bilingual abilities are a plus; Spanish preferred.

CONTACT INFORMATION FOR APPLICANTS

Please send a resume and a one page letter of interest to Human Resources at work@safariclub.org