



## **Major Donor Manager**

**Time Commitment:** Part-time (*with potential for full-time in the future*)

**Pay Range:** \$25,000 - \$28,000 starting

**Benefits:** None (*available when position becomes full-time*)

**Reply:** Email resume and cover letter to Heather Herrell at [heather@treeswaterpeople.org](mailto:heather@treeswaterpeople.org).

***No phone calls, please.***

### **Description:**

Trees, Water & People is seeking an experienced, highly motivated individual to fill our new Major Donor Manager position. The Major Donor Manager will work with our Development Director to create and implement a comprehensive major donor program for cultivating current donors and researching prospective major donors. Position includes both local and out of state travel – 25% of the time. The intent is to expand this position to full-time status as soon as possible, based on performance and return on investment.

### **Requirements:**

- Minimum 5 years fundraising experience with minimum 2 years direct major donor experience
- Experience soliciting and closing major gifts (\$10,000+) in a nonprofit setting
- Success building major donor relationships that resulted in both short term and long term giving
- Knowledge of best major donor solicitation practices in the field as well as relevant federal, state, and local rules, regulations, and policies for meeting fundraising compliance requirements
- Superb oral/written communication and interpersonal skills
- Extremely organized, responsible, able to multi-task and work independently
- Ability to work evenings and weekends as needed to visit major donors
- Ability to travel at least twice a month – once regionally and once nationally
- Knowledge of Microsoft Office and Excel and relevant fundraising software packages
- Personal commitment to environment and sustainability to improve the lives of vulnerable people living on Native American reservations and in Latin America

### **Lines of Supervision:**

The Major Donor Manager will report to the Development Director and work closely with the co-directors of Trees, Water & People, as well as the Database Manager and Program Directors.

This position must work cooperatively with all staff, board members, and key volunteers who assist with the fundraising program.

**Preferred:**

- Local resident
- Knowledge of Trees, Water & People's programs ([www.treeswaterpeople.org](http://www.treeswaterpeople.org))