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JOB OPENING

Donor Relations Manager

HOURS AND COMPENSATION

This is a salaried, 40 hour per week position with benefits. Hours are flexible from 8am-6pm, Monday through Friday, with occasional early, late or weekend work. The starting salary is \$75,000.

JOB SUMMARY

As our Donor Relations Manager, you will collaborate with the Development and Communications Director and Executive Director in design, development and implementation of our major gift and legacy giving programs.

You will be responsible for managing and cultivating relationships with existing major gift prospects, identifying new prospects and stewarding current major and legacy donors. An ability to empathize with donors and clearly communicate our organization's mission and projects is critical to your success. You'll be expected to energize team and Board members, persuade prospects and close gifts.

RESPONSIBILITIES

- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization.
- Secure major gifts at the \$10,000+ level, with varying goals annually.
- Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools.
- Manage existing portfolio of 100 donors and prospects.
- Work with the development department to align efforts and set goals.
- Assign and coach Board and staff solicitors.
- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitations.
- Track contacts with all personal solicitations by staff and board.
- Acknowledge major donors through public and private recognition.
- Produce new content for website and print media.
- Write direct mail appeals and produce insert materials, with special attention to major donors.
- Assist Executive Director in writing our bi-annual newsletter.
- Identify, steward and solicit legacy donors.
- Other duties as assigned

JOB KNOWLEDGE, SKILLS, ABILITY & EXPERIENCE

- At least five years in nonprofit fundraising or equivalent.
- B.A. or equivalent degree.
- Ability to communicate effectively about the Land Trust's work to a wide-variety of audiences, including Land Trust members, the general public, partners, contractors and consultants.
- Ability to carry out complex tasks with minimal supervision.
- Exceptional attention to detail and accuracy.
- Excellent interpersonal and customer service skills.
- Ability to work effectively as a team member and alone.
- Proficient in Microsoft Word, Excel, Power Point, Adobe Acrobat, and donor databases.
- Ability to manage work from a variety of people with differing work styles.
- Valid driver's license and proof of insurance.
- Ability to occasionally lift and carry objects weighing up to 30 pounds.

HOW TO APPLY

Send resume, cover letter, and references to Calah.Pasley@LandTrustSantaCruz.org. No calls or visits, please.