



Save the Sound®

Action for our region's environment.

Major Gift Officer

Larchmont, NY and New Haven, CT

March 2021

Save the Sound is seeking a full-time major gift officer to join our team to take action for our region's environment. The ideal candidate will be a passionate, organized, senior fundraising professional who is excited to expand on our proven record in cultivating, soliciting and securing major gifts. The major gift officer is responsible for identifying, cultivating, soliciting and stewarding major donors (designated as "Advocates" or "Champions") who support Save the Sound. In particular, s/he will work with the President, and Chief Development Officer to: a) develop organizational goals for major donor revenue; b) act as primary relationship manager for individual donors and prospects of \$1,000 to \$50,000 per year to reach or exceed annual funding goals; c) strategically develop and execute cultivation and stewardship plans for donors and new prospects; and d) establish personal benchmarks for and report regularly on donor phone calls, meetings and other contacts. S/he will also work with development and program staff and the Board of Directors Development Committee to strategize, plan, prepare and implement donor cultivation and stewardship events.

The position reports to the Chief Development Officer. Currently our staff is working remotely from home and in-person events and visits are not occurring. When in-person contact resumes, this position will work from the Larchmont office mainly, with 1 or 2 days per week in the New Haven office and an expectation that donor visits will be frequent and occur throughout our region, primarily in Westchester, Long Island, New York City and occasionally Connecticut. Frequent work on events and meetings on weekends and evenings is an important part of this job as well.

Save the Sound

Save the Sound leads environmental action in your region. We protect the Sound, restore its rivers, fight climate change while building resilient communities, and save endangered lands. We do this in many ways, from legislative advocacy and legal action to engineering, environmental monitoring, and hands-on volunteer efforts. For more than 40 years we've been ensuring that everyone in our region can enjoy the healthy, clean, and thriving environment they deserve—today and for generations to come.

Our organizational leadership and staff are working to deepen Save the Sound's diversity, equity, and inclusion. We seek to attract a more diverse applicant pool. We seek to add and retain more outstanding people of color to all levels of our team. We work in diverse communities and landscapes, and are actively working to increase our focus on driving environmental justice action for equitable outcomes within diverse communities through our work.

Visit www.savethesound.org to learn more about our mission, vision, and programs.

Cultivate, solicit and steward existing donors

- Recommend, develop and execute cultivation and solicitation strategies designed to engage prospective donors in ways that encourage their philanthropic investment:
 - Ensure that there is a timeline established for cultivation, solicitation and stewardship of major donors.
 - Strategize the approach for high level donors with the Chief Development Officer and the President to raise increasing levels of support.

- Plan and carry out timely visits and phone calls with donors. When necessary, recruit program/management staff and/or Board members for donor visits to solicit gifts.
- Prepare updates, proposals and other stewardship materials when necessary.
- Coordinate all necessary post-visit follow up and ensure that all donor activities – visits, phone calls and site visits – are entered into the donor’s record in our donor database, Every Action.
- Manage planned giving program communications.
- With the Chief Development Officer, develop the major donor revenue projection for the annual organizational budget and Annual Development Plan. Track and report progress to goals, including gifts, pledges and cash-flow projections to senior management.

Identify and cultivate new prospects

- Work with the President, Chief Development Officer, Board members and use other possible avenues to identify, develop and pursue new donor prospects for Save the Sound.
- Call new prospects and arrange meetings, tours, and/or special invitations to forums and other events.
- Coordinate all necessary post-visit follow up and ensure that all activities – visits, phone calls and site visits – are promptly entered into the donor’s record in Save the Sound’s database.
- Identify existing donors who have the capacity to increase their giving and arrange meetings or personalized communications with them in coordination with Board members or senior staff.

Support at least four small events each year in Connecticut and New York as opportunities to engage donors and prospects

- Support other development staff, Board members and others to develop and plan strategic fundraising events and help manage their coordination; develop the list of invitees; ensure that invitations go out in a timely fashion, and, when possible, that personal invitations are extended by the hosts or staff.
- Plan strategy for prospective donors pre- and post-event. Assign key board/staff to individual donors; ensure that follow up strategy for new and prospective donors is in place before the event and carried out in a timely manner post event.
- Manage reporting on events to Board and to host(s).

Coordinate Major Donor Mail Programs

- Ensure that appropriately personalized acknowledgements are sent promptly.
- Manage a regular mail program that includes letter appeals and quarterly email or hard copy updates.
- For high-level donors, provide at least two personalized letters/updates per year.
- Coordinate the year-end update/ mailing to major donors and strong prospects.
- Manage the process of segregating donors and pulling lists for communications from our database.
- Review and manage daily gift log for major gifts, coordinating on acknowledgements with others
- Memorializing gifts accurately and thoroughly in donor database working with membership database administrator.
- Write, refresh, customize and mail gift acknowledgements for personal portfolio

Qualifications and Characteristics:

We are looking for a motivated individual with a high level of energy and enthusiasm for Save the Sound’s mission, excellent writing and presentation skills and the sensitivity to preserve confidentiality appropriately.

- Bachelor’s degree and at least three years of relevant nonprofit fundraising experience are required
- Fundraising experience must include a track record of securing major gifts
- Significant and effective communications skills, written and oral, to convey the organization’s needs, strengths, and funding opportunities to donors
- Willingness to make cold calls to potential donors and an interest in relationship-building

- Strong organizational skills and attention to detail
- Ability to work independently and as a team player
- Applicants must have access to a car and a current driver's license

Common Organizational Job Responsibilities:

- Strongly motivated by the organization's mission, values and vision.
- Assist with execution of the annual development plan to support meeting the annual organizational and program budget goals.
- Maintaining positive and productive working relationships with all Save the Sound staff members, including providing and receiving constructive feedback.
- Participating in building productive relationships with Save the Sound's members, external partners, policy makers, and the general public.
- Participating in organizational meetings and activities as requested, such as monthly staff meetings, trainings, and ad hoc planning committees.
- Completing all administrative work on time, such as time sheets, purchase orders, project reports and planning documents.

COVID-19 Considerations: Due to the COVID-19 pandemic, only the administrative department and select staff who need access to the office are reporting regularly in-person, with the remainder of the team working remotely. This position will work in the office and remotely, and will develop a schedule that works for the employee and the department.

Compensation: This is a full-time, 40 hour per week, exempt position. Salary is commensurate with experience. Comprehensive benefits package includes health insurance, 403b, life and long-term disability insurance, paid holidays, vacations, and opportunities for professional development.

To Apply:

Please submit a cover letter describing your interest and qualifications for this position, three writing samples, salary requirements and a resume by COB on March 31, 2021.

Please use subject line: Major Gift Officer when you submit the materials to majorgiftofficer@savethesound.org. No phone calls, please.

Save the Sound is an equal opportunity employer. We prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status or any other legally protected status in accordance with applicable federal, state and local laws.