

Job Title: Major Gifts Manager

Job Type: Full-Time (40 hours per week, salaried, exempt)
Location: 330 Femrite Drive, Monona, WI
Reports To: Executive Director

Job Summary: The Major Gifts Manager is responsible for helping secure the resources necessary to advance ALNC's mission *to nurture children, their well-being, and environmental sustainability through connecting and learning in nature.*

This position manages fundraising activities, including the formulation and implementation of annual and long-term strategic development plans and oversees the Major Gifts portfolio of Individual and Foundation donors/partners. The Development team supports the Nature Center's \$2M annual budget with approximately \$600k in annual gifts with a goal of growing this amount. The ideal candidate will demonstrate a superior work ethic and have the ability to plan efficiently, manage effectively, communicate persuasively, and represent the Nature Center enthusiastically.

Key Responsibilities:

Fundraising (70%)

- Manage a portfolio of 100-125 donors and achieve an annual revenue goal in the range of \$350,000 - \$500,000
- Create and coordinate annual development activities to raise support for ALNC's programs and operations, including:
 - Retaining and stewarding current donors
 - Identifying and soliciting new prospects
 - Assisting with developing direct appeals
 - Creating new solicitation and cultivation activities
 - Conducting special campaigns (Capital, Planned Giving, Endowment, etc.)
- Create and implement strategies to identify, cultivate, solicit, and steward Individual and Foundation donors
 - **Individuals:** Develop and maintain relationships with major donors, ensuring personalized/meaningful engagement
 - **Foundations:** Create meaningful and timely proposals/reports that align with the interests and priorities of private foundations
- Work with the Director of Marketing & Communications to identify, cultivate, solicit, and steward Corporate partnerships and donors contacted through direct appeals

- **Corporations:** Present opportunities for event/program sponsorships and track and deliver benefits
- **Direct Appeals:** Plan and implement semi-annual direct appeals to donors, program participants, and the general public
- Engage in outreach/community relations to strengthen ALNC's visibility in the community
- Assist in planning and implementing ALNC annual fundraising events
- Work with the Board of Directors to identify, cultivate, solicit, and steward their personal connections and advance their resources

Administrative/Planning (30%)

- Ensure fundraising database and additional tracking systems are being proactively utilized, maintained, and supported
- Update Development Plan annually
- Ensure a cohesive and strategic approach to fundraising across the organization
- Collaborate with other departments to gather programmatic information and impact stories for donor communication
- Demonstrate or develop ability to accurately understand and maintain financials, budgets, and projections
- Event coordination of Cocktails in the Cattails, ALNC's annual "friends" recognition event
- Manage the Development committee
- Play an active role on ALNC's Leadership Team
- Perform other duties as assigned

Qualifications:

- 5+ years of demonstrated success in fundraising experience in the nonprofit sector
- Experience managing a donor portfolio
- Experience working with CRM databases
- Exceptional organization, planning, and workload prioritization skills, accuracy, attention to detail, ability to multitask
- Excellent written, verbal, and presentation communication skills
- Critical thinking skills and the emotional intelligence to problem solve and work with diverse audiences
- Ability to work independently and as a team
- Understand and address challenges with sound judgement, high integrity and professional demeanor
- Proficiency (or ability to learn) Google Workspace and the ability to master various software applications
- Maintain Association of Fundraising Professionals' code of ethical standards and confidentiality
- Commitment to valuing diversity and equity, and contributing to an inclusive culture
- Experience in annual budget preparation
- Willingness to work some nights and weekends

Benefits:

- Salary: \$60,000-\$80,000 depending on experience and qualifications

- Comprehensive benefits package including health and dental insurance (60/40 employer/employee), life/disability insurance, and 403(b) retirement plan with 3% company match
- 50% off enrollment and program fees for your children attending ALNC programming, including the Nature Preschool and Summer Camp
- Generous PTO policyFlexible schedule and work-from-home options for some shifts
- Fun, child-focused environment
- Professional development opportunities

To Apply:

Please send resume, cover letter, and three references to ALNC President and Executive Director, Betsy Parker, at betsyp@aldoleopoldnaturecenter.org by end of day on May 11th, 2025.