



JOB ANNOUNCEMENT

Position: Director of Individual and Legacy Giving

Reports to Chief Advancement Officer

Status: Full-time/Exempt

John Muir Land Trust (JMLT) protects and cares for open space, ranches, farms, parkland, and shoreline in the East Bay, including the Bay Delta. With more than 4,500+ acres now permanently protected and cared for by JMLT, wildlife, habitat, and people thrive in the places that make the East Bay special.

The Opportunity: The Director of Individual and Legacy Giving will play a lead role in both securing and reporting on individual gifts of \$500+ aligned with fundraising goals and organizational priorities related to acquisition and restoration projects, stewardship, and program needs. They will lead planned giving, a key focus area for JMLT. The ideal candidate will be enthusiastic, flexible, and highly gifted in developing and retaining authentic relationships with donors, managing operational aspects of fundraising related to CRM, and leading estate planning efforts. By cultivating new and deepening existing relationships with donors, the Director will help expand JMLT's community of supporters. The ideal candidate finds joy in supporting and participating actively with donors in meetings and events that grow the JMLT community of support. The Director will report to the Chief Advancement Officer and will collaborate closely with the Director of Individual Giving and the Operations and Database Manager. They will enjoy relationships as part of a team of five in Development as well as with colleagues in Communications, Stewardship and Programs, Finance, and the Executive Director.

The position will primarily work remotely with in-office time as agreed upon.

RESPONSIBILITIES

Individual Giving

- In collaboration with Development team and others, responsible for raising \$4M+ annually
- Lead and manage an active portfolio of 150+ donors and prospects at the \$500+ level. Enhance and strengthen donor stewardship and engagement – collaborating with the Director of Individual Giving - to increase giving and contribute to a positive community and culture of philanthropy.
- Cultivate new relationships that grow the JMLT philanthropic community
- Collaborate with the Director of Individual Giving and development team to define cultivation strategy, moves management processes and automated workflows, and reporting on individual giving using Salesforce
- Other duties as assigned related to securing and stewarding donors, and advancing JMLT's mission and programs

Legacy Giving

- Increase confirmed planned gifts year-over-year through special mailings, events, inquiries, and one-on-one conversations with donors

- Develop a moves management strategy and plan for planned giving including marketing and communications, automated workflows as relevant, and content creation
- Utilize planned giving tools and resources through JMLT's Crescendo subscription including our web/digital interface, collateral development, and expert resources
- Respond to prospect and donor inquiries about planned giving resources and ways to give
- Process estate plan distributions and be the main point of contact with donors' and estate trustees' appointed attorneys and authorized institutions. Coordinate with JMLT Executive Director on all legal requirements and authorizations
- Steward planned giving donors through regular personal communications, handwritten notes in welcome packets upon confirmation of their planned gift, and other means of stewardship

QUALIFICATIONS

- A passion for conservation and environmental work; knowledge of land conservation or related areas
- 3-5 years of experience in fundraising with focus on individual fundraising
- Highly organized, self-directed and collaborative, and comfortable managing multiple priorities
- Excellent written and verbal communication skills
- Proficiency with Salesforce or similar CRM, as well as experience with MS Office, Zoom, and other technology related to fundraising
- Experience working in a small to medium size organization, working remotely or in hybrid setting, with flexibility, accountability, professionalism, and a sense of humor
- Strong computer skills – MS Office; donor databases (knowledge of Salesforce helpful)
- Bachelor's degree
- Ability to work while hiking and walking on trails
- Ability to work some evening and weekends

JMLT's Equal Opportunity Employer Statement

John Muir Land Trust is an equal opportunity employer and welcomes candidates of every race, color, creed, gender (including gender identity and gender expression), age, religion, national origin or ancestry, veteran status, military status, marital status, registered domestic partner status, medical condition, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), genetic information, physical or mental disability, sexual orientation, and any other basis prohibited by federal, state or local law.

To apply, please send your resume and a thoughtful cover letter letting us know why you think you will be a great addition to our team. Please include Director of Individual Giving in the subject line and email to: Lisa Lomba, Chief Advancement Officer, at lisa@jmlt.org. No phone calls please. Submissions without a cover letter will not be considered.