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**Job Title:** Director of Development/Major Gifts

**Division:** Administration

**Supervisor:** General Manager

**FLSA Status:** Exempt

**Salary:** BOE

### **Job Summary**

Responsible for assisting with the development and implementation of initiatives for identification, cultivation, solicitations, closing and stewardship of major and corporate gifts (\$50,000 and above) for both short-and long-term benefits to the Mountain.

### **Essential Duties and Responsibilities**

- Plan, develop and execute strategies for obtaining private donations; identify, cultivate and solicit major gift prospects (individuals, corporations and foundations). Develop a pipeline of individual and corporate prospects and sponsors.
- Assist in developing and implementing strategic plans for the mountain's Development Department.
- Manage a personal portfolio of 150 to 200 donors and potential donors. Maintain a regular schedule of visitations to individuals, corporations and other entities with a minimum of 20 face to face contacts per month.
- Solicit at a minimum of 2 major gifts per month and close a sufficient number to make the stated goals for each year (minimum: \$1 million per calendar year).
- Creates an assigned number of discovery/prospecting calls on potential donors to Saddleback to determine the capacity and the propensity for giving to the mountain.
- Provide stewardship in recognition of donor philanthropy.
- Provide timely and accurate updates of major gift activity and fundraising results. Continuous updating of database with actions, moves management, etc.
- Identify and utilize resources including Saddleback staff and donor volunteers, publications and the internet to identify linkage to, ability and interest of major gift prospects.
- Work with Development Team to establish plans with specific goals and timetables to raise major gifts as required by the scope of activities, special projects, and ongoing fundraising needs to ensure a strong base of ongoing financial support with maximum growth potential.
- Create plan for completing gift arrangements which require tax or estate planning.
- Assist in managing special campaigns. Attend Saddleback events as well as outside events
- Perform other duties as assigned

### **Knowledge/Skills/Abilities**

- Five years of fundraising experience or ten years of sales experience required
- Strategic, policy, and budget planning experience required
- Broad base of knowledge and skills related to donor cultivation including experience with CRM software

- Ability to solicit and cultivate major and corporate gifts at the \$50,000 level and above as well as a proven track record of closing major/principal gifts
- Strong organizational and time management skills
- Ability to communicate persuasively
- Strong written and verbal communication skills

Competitive salary includes a robust benefits package: Health insurance, 401k, time off, company perks and discounts including season passes.