

Position Description

Department: Development and Communications

Title: Individual Giving Officer



National Forest Foundation (NFF) is pleased to offer a regular, full-time position, a new position, to a candidate who will grow philanthropic support from mid-level individual donors. The successful candidate may be located anywhere in the United States.

About the NFF: The NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, wild places, and recreational opportunities across our 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

Position Function: The Individual Giving Officer will report initially to the Executive Vice President and is responsible for generating funds from existing and new individual donors to support the NFF mission. The position will work closely with the entire Development and Communications team as well as other key staff across the NFF to identify, cultivate, solicit, and steward gifts from donors in the \$500-\$10,000 range. This is a focused position with a very strong external orientation; it will require significant time on the telephone, including video calls, as appropriate. This new position is an opportunity to create an important, new donor program that capitalizes on the organization's rapid growth and success.

Position Duties and Responsibilities: The Individual Giving Officer will:

- Grow support from individuals by managing a portfolio of approximately 350 assigned prospects capable of giving at the \$500-\$10,000 level annually
- Focus on unrestricted giving, while honoring donors' other interests as appropriate and being strategic about maximizing each donor's potential
- Identify prospects from within the NFF current donor pool and qualify them for higher level giving; draw on the Digital Marketing Manager's data analytics to refine donor opportunities
- Cultivate prospects by telephone, video calls, email, mail, and occasional events to build strong relationships with the NFF and its mission
- Personally solicit gifts seeking always to draw donors closer to the organization and move them up in their support
- Steward donor relationships both individually and as a group
- Help develop a compelling identity for the NFF mid-level giving program; work with Communications staff to create tailored ways to connect with the group
- Use the NFF "National Forest Excursions" as an engagement tool, and help fill these trips with promising prospects
- Ensure a strong pipeline of prospects for the NFF "Trailblazers Club" (unrestricted donors at \$10,000+)
- Work with Donor Advised Fund donors, including creating strategies to increase this type of giving

- Support program staff and other development staff's strategies for 1:1 work with individual donors and prospects

Education and Qualifications: NFF expects the Individual Giving Officer to possess the following qualifications:

- At least seven years' development experience with proven results
- Direct experience working with individual donors, including soliciting gifts
- Commitment to the mission of the NFF
- Excellent communication skills, including writing, editing, and telephone communication; ability to use video conferencing effectively to foster meaningful donor interactions
- Demonstrated proficiency in common technology solutions including virtual meeting applications, PowerPoint, Word, & Excel; familiarity with fundraising databases

Abilities and Skills: NFF expects the Individual Giving Officer to possess the following abilities and skills:

- Ability to represent the NFF in a clear and professional manner through excellent written and oral communication
- Ability to build donor relationships by communicating the NFF mission with enthusiasm, passion, candor, and nuance
- Deep intuition and perception to understand and respond to donors' interests in ways that foster strong giving and create connection to the organization
- A commitment to ethical fundraising principles
- Ability to work independently and potentially remotely while still functioning as an integral member of a strong team
- Ability to set priorities while managing a variety of tasks and deadlines
- Strong attention to detail

Location: The position may be located anywhere in the United States.

Compensation: The NFF offers compensation commensurate with skills and experience and will include a competitive benefits package. Salary for this position will be in the \$60,000 to \$70,000 range commensurate with experience; considering locality.

To Apply: Please send a cover letter and resume in .pdf format **by May 28, 2021**, to Sheree' Bombard at sbombard@nationalforests.org with subject line: **"Application for Individual Giving Officer."**

The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search. For more information about the National Forest Foundation, visit the website at: www.nationalforests.org