



About Rancho Cielo

Rancho Cielo is a non-profit organization dedicated to transforming the lives of underserved and at-risk youth by providing education, vocational training, counseling, and life skills development. In partnership with John Muir Charter School, we support students in earning their high school diploma while preparing them for success in their careers and lives.

Position Summary

Rancho Cielo is seeking a strategic, relationship-driven Director of Philanthropy to lead and grow the organization's major gifts, planned giving, endowment, and capital funding efforts. This role is responsible for building strong relationships with high-capacity donors, developing long-term giving strategies, and securing significant and multi-year gifts that support the organization's long-term financial sustainability and growth.

The Director of Philanthropy will partner closely with the Chief Executive Officer to identify, cultivate, and steward major donors and will collaborate with the Chief Financial Officer on endowment growth, capital project funding, and long-term revenue strategy.

This position focuses on major donors and long-term funding, working collaboratively with Development, Marketing, and Grants to ensure a coordinated, effective fundraising strategy.

Employment Classification: Full-Time/Exempt

Reporting Structure

- Reports directly to the Chief Executive Officer
- Works closely with the Chief Financial Officer on financial strategy, endowment growth, and long-term funding.
- Collaborates with Development, Marketing, and Grants teams

Direct Reports

- Annual Gifts Manager

Key Responsibilities

Major Gifts & Donor Strategy

- Manage a portfolio of high-capacity donors and prospects
- Identify, cultivate, solicit, and steward major gifts
- Develop tailored donor strategies and gift proposals
- Conduct donor meetings and presentations in partnership with the CEO
- Build and manage a strong pipeline of major gift prospects
- Increase average gift size and multi-year commitment

Planned Giving & Endowment

- Develop and implement a planned giving program
- Promote legacy giving opportunities (bequests, beneficiary designations, trusts, IRA gifts)
- Establish and grow a Legacy Society
- Partner with donors and advisors on planned gift strategies
- Work with Finance to support endowment growth and long-term funding strategies

Capital Projects & Naming Opportunities

- Identify and cultivate donors for capital projects
- Develop and present naming opportunities
- Structure multi-year pledges and capital gifts
- Support fundraising efforts tied to campus improvements and program expansion

CEO & Leadership Partnership

- Identify and prepare high-capacity donor opportunities for the CEO
- Develop briefing materials and donor strategies
- Coordinate donor meetings, follow-ups, and stewardship activities
- Support the CEO in closing major and transformational gifts

Fundraising Strategy & Collaboration

- Contribute to overall fundraising strategy and donor pipeline development
- Establish goals, metrics, and accountability for major gifts and planned giving
- Collaborate with:
 - Development (events, sponsorships, annual giving)
 - Marketing (communications, donor messaging)
 - Grants (foundation strategy)
 - Finance (endowment, pledge tracking, financial planning)
- Strengthen donor stewardship practices and fundraising processes

Financial & Strategic Alignment (with CFO)

- Collaborate on:
 - Endowment growth strategy
 - Major gift agreements and pledge structures
 - Multi-year revenue forecasting
 - Capital project funding strategies
 - Naming opportunities and financial modeling
- Ensure alignment between fundraising strategy and financial sustainability goals

Qualifications

- 7–15+ years of experience in nonprofit fundraising, major gifts, or philanthropy
- Proven track record of securing major gifts
- Experience with planned giving, endowment, or capital campaigns preferred
- Strong relationship-building and donor engagement skills
- Experience working with senior leadership and/or boards
- Strategic thinker with the ability to build and grow programs
- Excellent communication and presentation skills
- Experience with donor CRM systems
- Bachelor's degree required; CFRE or advanced degree preferred

Key Performance Indicators (KPIs)

- Major gift revenue
- Planned giving commitments
- Endowment growth contributions
- Number of donor meetings and proposals
- Multi-year pledges secured
- Growth of major donor pipeline
- Legacy Society participation
- Capital project funding secured
- Contribution to overall fundraising strategy and revenue growth

First Year Priorities

- Assess current donor base and identify major gift opportunities
- Build and manage a major donor portfolio
- Launch or expand planned giving / Legacy Society program
- Identify capital project funding opportunities and naming strategies
- Develop donor pipeline, strategy, and reporting metrics
- Establish strong partnership with CEO, CFO, and Development team
- Increase major donor engagement and gift activity

Compensation Range: \$110,000 - \$130,000

Work Environment: This position operates primarily in a professional office environment with frequent interaction with staff, donors, community partners, and board members. This role may require attendance at meetings, fundraising events, and off-site functions in the evenings or on weekends. Occasional local travel is required for donor visits, community outreach, and organizational events.

Physical Requirements

- Prolonged periods of sitting and working at a computer
- Frequent use of standard office equipment such as computers, phones, printers, and copiers
- Ability to communicate effectively in person, by phone, and in writing
- Ability to move throughout the office and event spaces

- Ability to occasionally lift and carry materials up to 20 pounds (event supplies, presentation materials, boxes, etc.).
- Ability to travel locally as needed for meetings and events
- Ability to work occasional evenings and weekends for fundraising and community events.

How to Apply

Interested applicants are encouraged to apply through Indeed and submit a resume via email to squintero@ranchocieloyc.org

Rancho Cielo is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.