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

The Annual Gifts Manager develops and implements strategies to secure major gifts that support the organization's mission of helping at-risk youth. This key position will work closely with the Director of Philanthropy, executive team, board of directors, and other stakeholders to identify, cultivate, solicit, and steward major donors. The Annual Gifts Manager will also build and maintain relationships with individual and institutional donors and oversee all aspects of the Major Gifts plan.

EMPLOYMENT CLASSIFICATION: Exempt/Full-Time

Salary Range: $80,000 - $100,000. Starting pay will be determined based on relevant experience and qualifications.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Director of Philanthropy

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Develop and execute a comprehensive major gift fundraising plan with the executive team and Director of Philanthropy.
- Work in constant collaboration with the Development Team and the CEO.
- Identify and prioritize major gift prospects and create individualized cultivation, solicitation, and stewardship strategies for each donor.
- Conduct personal visits, solicitations, and gift closures with major donors and prospects.
- Work with the development and finance teams to ensure donor information is accurately recorded and tracked in the donor database.
- Collaborate across teams to ensure that major donors are appropriately recognized and stewardship activities are implemented effectively.
- Develop regular reports on major gift activities, progress, and outcomes to the executive team and board of directors as needed.
- Stay informed and current on best practices in major gifts fundraising and philanthropy.
- Team with events Manager to secure sponsorships for our major events.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree with at least 3-5 years of fundraising experience, focusing on major gifts or the equivalent of 3-5 years of experience.
- Proven track record securing major gifts from individual and institutional donors.

- Ability to work independently and as part of a team, and the flexibility to work evenings and weekends as needed.
- Knowledge of fundraising databases and Microsoft Office applications.
- Passion for the organization's mission and understanding of issues related to at-risk youth.

Ability to:

- Work as part of a tightly knit team.
- Get along with a wide range of personalities.
- Be able to switch contexts with frequent interruptions; Be flexible and nimble to respond to short-term requests.
- Ability to make cold calls.
- Make sound independent decisions when circumstances warrant such action; represent Rancho Cielo at public events.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Possession of:

A valid California Driver's license, including a safe driving record.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

The work environment and physical demands described below are representative of the conditions an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is required to talk and listen. The employee must sit for long periods, use a computer screen, and often use their hands and arms for activities like keyboarding and driving.

EQUAL OPPORTUNITY

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

THE ABOVE DECLARATIONS ARE NOT INTENDED TO BE AN "ALL-INCLUSIVE" LIST OF DUTIES AND RESPONSIBILITIES OF THE JOB DESCRIBED OR OF THE SKILLS AND ABILITIES REQUIRED TO PERFORM THE JOB. RATHER, THEY ARE INTENDED ONLY TO DESCRIBE THE GENERAL REQUIREMENTS OF THE JOB.

How to Apply

Interested applicants are encouraged to apply through Indeed and submit a resume via email to HR@ranchocieloyc.org OR apply through Indeed: https://ranchocielo.bamboohr.com/careers/110