



## JOB DESCRIPTION

MAJOR GIFTS OFFICER  
SAVE THE BAY

REMOTE/OAKLAND, CA

### COOK SILVERMAN SEARCH

336 Bon Air Center, Suite 300  
Greenbrae, CA 94904

[www.cooksilverman.com](http://www.cooksilverman.com)



## ABOUT SAVE THE BAY

Since 1961, Save The Bay's leadership team has taken inspiration from our three courageous founders, Sylvia McLaughlin, Kay Kerr and Esther Gulick. Their bravery and determination have served as a guide in expanding the scope of Save The Bay's programming, from preventing Bay fill to restoring wetlands, reducing pollution, and educating future generations of Bay stewards.

Year after year, Save The Bay pushes itself to confront major challenges—such as climate change and sea level rise—in collaborative and groundbreaking ways. Save The Bay has given San Francisco Bay a voice for more than half a century, mobilizing thousands of area residents to protect and restore the Bay for future generations.

In this era of climate change and a growing population, Save The Bay works with scientists and policymakers to protect the Bay, an essential natural resource to our environment, economy, and quality of life. Save The Bay's primary activities include educating, protecting, and restoring wetlands, and preventing pollution by working with local cities to clean up roads and limit or ban the use of harmful products.

For more information, please visit <https://savesfbay.org>.

## POSITION OVERVIEW

Save The Bay seeks an experienced Major Gifts Officer to join the organization's Development & Communications Team. This individual will support key fundraising goals associated with the annual fund, campaigns and other program-related initiatives. The Major Gifts Officer will own a portfolio of 100+ individual donors and play a central role in cultivation and solicitation. This position is an ideal opportunity for a motivated, collaborative, and skilled development professional to come in at an exciting time for the organization.

## REPORTING RELATIONSHIPS

The Major Gifts Officer will report to the Director of Individual Giving and will work closely with the Chief Advancement Officer and Executive Director. This is a remote-based position, with occasional need for in-person team meetings at Save The Bay's downtown Oakland office, as all organization staff work from home.

## PRIMARY RESPONSIBILITIES

- Grow and manage a portfolio of approximately 100 donors and prospects that have the capacity to give five and six figure gifts.
- Create comprehensive moves management and engagement plans for each donor/prospect and execute that plan so that individual donors are cultivated and stewarded in meaningful ways.
- Secure in-person and virtual meetings with donors in an effort to convey organizational needs and opportunities related to programs, to ask for annual or other campaign initiative monetary gifts.
- Ensure that donors receive timely acknowledgements and accurate updates on the use of their gifts progress.

- Ensure all donor records are regularly and properly updated in Salesforce with the most recent communications, campaign initiative documentation, research data, in the news articles and other pertinent information.
- Support and participate in ongoing meetings with the Leadership Gifts Team and Board committees.
- Work with program teams to learn about program updates for use in personalized proposals that match donor interests and programmatic priorities.
- Prepare reports/dashboards for monthly and quarterly strategy meetings that will highlight portfolio activities, milestones and challenges to help meet annual and other campaign initiative goals.
- Oversee and execute events in collaboration with the Director of Individual giving including creating guest lists, coordinating collateral, managing RSVPs, and other event related needs.
- Support the Director of Individual Giving in preparing reports for the Chief Advancement Officer, other senior leadership, and the Board of Directors, including meetings with various stakeholders.

## QUALIFICATIONS

- Significant experience in nonprofit fundraising, with progressive responsibility and a proven track record of soliciting, closing, and stewarding major gifts.
- Confident and skilled in the art of forming and meaningful relationships with high-net worth individuals
- Superior communication skills, able to thoughtfully and genuinely articulate a compelling case for support
- Ability to work independently and collaboratively
- Self-motivated to organize and manage a high volume of donor contacts and projects, while at the same time, seeking appropriate guidance and input from others along the way
- Knowledge of regional philanthropic landscape and/or funders that emphasize giving preferences aligned with Save The Bay's mission.
- Has the ability to work effectively across cultures and demonstrates a commitment to learning, communicating and working respectfully with people who are different from themselves
- Ability to embrace the mission, vision, values and philosophies of Save The Bay
- Proficiency with donor management software, Salesforce is strongly preferred
- Advanced skills in MS Office suite

Save The Bay's COVID-19 Prevention Program requires all staff to be fully vaccinated and provide proof of vaccination.

## SALARY OR SALARY RANGE

The salary range for this position is \$85,000 to \$100,000 plus benefits, which includes medical, dental, vision, chiropractic, and life insurance; paid vacation, paid holidays, and sick time; 403(b) matching retirement plan.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search will continue to post salary ranges on all of its job descriptions moving forward. The practice of not posting salaries perpetuates the gender wage gap and discriminates against people of color by causing individuals to negotiate from a disadvantaged starting point.

## TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.  
Save The Bay is an Equal Opportunity Employer.