

**Position:**

Major Gift Officer

Reports to:

Director of Philanthropy

Position status:

This is a 100% FTE, exempt position (working 40 hours per week).

Location:

211 S. Paterson St., Madison, Wisconsin*

*This position offers the flexibility to work a hybrid schedule. Initially, during onboarding, a minimum of two days per week at the Natural Resources Foundation of Wisconsin office will be required. After onboarding, a minimum of one day per week at the office will be required.

About the Natural Resources Foundation of Wisconsin (NRF):

The Natural Resources Foundation of Wisconsin (NRF) protects our state's lands, waters, and wildlife by providing funding, leading partnerships, and connecting all people with nature. NRF invests over \$1 million each year into conservation and environmental education and leads several diversity, equity, and inclusion efforts for Wisconsin's conservation community. NRF helps people explore the outdoors by annually coordinating 250+ expert-led Field Trips across Wisconsin and hosts the Great Wisconsin Birdathon, the state's largest fundraiser for bird conservation.

NRF is based in beautiful Madison, Wisconsin, the ancestral home of the Ho-Chunk Nation. The Fox (Meskwaki) and Sauk tribes also lived in the area. We strive to be a diverse, equitable, and inclusive conservation organization.

Diversity Statement:

We believe diversity is a source of strength, creativity, and innovation at the Natural Resources Foundation of Wisconsin. We value the contributions of every person and respect the ways their identity, culture, background, experience, status, abilities, and opinions enrich our work and communities. We believe excellence is promoted through diversity and encourage all qualified individuals to apply.

Job Description:

The Natural Resources Foundation of Wisconsin seeks a skilled major gift officer to help achieve our major gift fundraising goals. As part of the fundraising team, this position is responsible for developing and managing a portfolio of 100+ donors/prospects. We are looking for candidates who are skilled at building strategic relationships, utilizing prospect research tools, and moves management planning. Candidates who are expert listeners and have a genuine curiosity regarding donors' life experiences will excel in this position.

Key Responsibilities:

- *Donor Solicitation, Cultivation, & Stewardship (80%)*
 - Manage a portfolio of 80-100 donors/prospects.
 - Arrange and document donor cultivation, stewardship, and solicitation visits (donor prospects primarily located across southern Wisconsin with some located in the Chicago region).
 - Build personalized impactful proposals to inspire significant financial gifts.
 - Nurture and grow relationships with NRF donors to connect donor interests with the priorities of the organization in close collaboration with the Development team.
 - Solicit donors via personal visits (face to face and virtual) and written communications for general operational, programmatic, endowed, and planned gifts.
 - Steward donors by making thank you calls, writing personal thank you notes, and sending gift impact reports and updates.
 - Work with NRF board members and leadership team to coordinate and execute long-term fundraising initiatives.
 - Serve on the Development Team to help develop donor stewardship events, activities, and agency partnerships.
 - Utilize research tools to build proposals for current members, new individuals, and private/family foundation donors.
- *Technical Skills: (15%)*
 - Track and assess major gift fundraising metrics.
 - Familiarity with CRM systems and attention to maintain donor records and files.
 - Utilize wealth screening tools.
 - Understand and use moves management process.
- *Other duties as assigned (5%)*

Minimum Qualifications & Experience Required:

- Bachelor's degree
- Three years of major gift/planned giving experience.
- Demonstrated ability to secure individual and major gifts.
- Eligible to work in the United States (i.e., a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without the need of employer sponsorship).

Preferred Knowledge, Skills, & Experience:

- Knowledge of, and adherence to, the Association of Fundraising Professionals Code of Ethical Standards and Donor Bill of Rights. CFRE certification a plus.
- Thorough background in fundraising best practices.
- Ability to connect donors' values and passions to NRF's mission.
- Experience with databases for managing donor and solicitation records.
- Commitment to NRF's mission, work culture, and standards of practice.
- Demonstrated ability to work independently and in a team environment.
- Interest in working with ethnically and culturally diverse people.

Salary Range & Benefits:

- \$70,000.00 minimum starting, commensurate with experience.
- 16 days vacation.
- 10 days sick leave.
- GHC Health Insurance (NRF pays 75% of premium for employee only).
- Delta Dental Insurance (NRF pays 75% of premium for employee only).
- Life, short-term and long-term disability insurance (NRF pays 100% of basic premium).
- Flexible work schedule (up to 90% remote or hybrid schedule available).
- Free parking.
- Office on Capital City Bike Trail.
- Eleven paid holidays.
- One paid volunteer day.
- Two paid NRF Field Trips.
- 403(b) retirement plan – 4% employer contribution with minimum employee contribution.
- Flexible spending account.
- Health savings account with health insurance participation.
- Madison Metro Bus Commuter Pass.

How to Apply:

A complete application requires:

- Cover letter **which speaks to the following:**
 - How you meet the minimum qualifications for this position.
 - Total annual goals, average level of gifts pursued, and success rate achieved in a previous role.
 - Please provide an example of a major gift received that demonstrates your commitment to donor intent.
- Resume.
- Three professional references.

Please combine the requirements above into one PDF and email to NRFHR@wisconservation.org. Please reference Major Gift Officer in the subject line of your email. **Incomplete applications will not be considered.**

Application Deadline:

For best consideration apply by June 20, 2025.