



Director of Major Gifts

Island Press seeks a detail-oriented multi-tasker to be responsible for the planning and management of a program that identifies, cultivates, and solicits individuals for financial support of the organization. He/she works closely with the development team, senior staff, and the board of directors to ensure that opportunities for advancement are met to best advantage and financial goals are met.

Essential duties and responsibilities

- Identify qualified individuals who are major gift prospects (gifts of \$1,000 and more), using print and electronic resources as well as referrals from staff and board members.
- Plan, create and implement cultivation and solicitation strategies for each current major individual donor and prospect, capitalizing on the strengths and availability of board members and senior staff.
- Write and oversee production of specialized materials such as letters, brief proposals, project descriptions, and other presentation pieces.
- Travel in order to meet personally with donors and prospects, up to 1/3 time.
- Plan and manage donor database.
- Plan and manage prospect and donor cultivation events, such as dinner parties and receptions. Ensure effective follow-up from such events.
- Secure the requisite gifts to meet an agreed-upon goal annually.
- Ensure proper and effective stewardship of all major gifts. Track all major gifts and maintain accurate and accessible records.
- Maximize opportunities presented by other Island Press divisions (e.g., publishing, marketing, and communications) for recruitment and cultivation of donors.
- Manage the budget for the program, projecting costs and anticipated revenue.
- Work closely with Vice President for Communications and Development, President, and major donor consultant to fulfill these responsibilities.

Qualifications

Positive, creative, entrepreneurial outlook balanced with attention to detail and ability to work well with others. Superior written and oral communication skills. Five years of

experience in nonprofit development work, including work with major donors and preferably for environmental causes. Bachelor's degree.

Compensation & Benefits

- A range of medical plans through Carefirst Blue Cross/Blue Shield – employee contribution is based on salary range and plan and ranges from 100% employer coverage to \$94.30 per month for employee-only coverage.
- Dental insurance through Metlife – 100% employer-paid, employee-only
- Life insurance and Accidental Death & Dismemberment insurance through Metlife – 100% employer-paid.
- Short and Long-term Disability coverage through Metlife – 100% employer-paid.
- Flexible Spending Accounts for medical and dependent care expenses.
- 403(b) retirement plan through TIAA-CREF – 4% employer contribution on mandatory 1% employee contribution after 1 year of employment, immediate 100% vesting.
- Metro/transit expenses on pre-tax dollars.