

Bat Conservation International, Inc.
Part-time Major Gifts Manager
Job Description

Job Summary:

The Major Gifts Manager is responsible for maintaining the major donor database and key major donor lists, coordinating major donor and major donor prospect events, and working closely with the Executive Director to schedule major donor visits. Position can be based in either Austin, Texas or Washington, DC.

Reports to: Executive Director and works in concert with the Development team.

Wage/Hour Status: Exempt (30 hours per week)

Qualifications/Requirements:

- Extremely detail-oriented
- Superior computer and communication skills
- Strong initiative and self-motivation, commitment to goal attainment, and ability to function as a partner within a team
- Bachelor's degree required
- Two to three years in nonprofit fundraising is ideal
- Passion for wildlife conservation issues highly desirable

Primary Areas of Responsibility:

- Create best practice major gift program systems and structure.
- Maintain detailed records of donor communications and research results.
- Manage major donor reports and queries. Regularly update top prospect and Founder's Circle lists.
- Plan and execute individual major donor meetings and targeted major donor events.
- Collaborate with program staff, development team and major gifts consultant to strengthen and coordinate major gift strategies.
- Ensure that appropriate major donor acknowledgement and recognition is delivered in a professional and timely manner.
- Demonstrate commitment to organization in Ambassador role

Application Process:

To apply, please e-mail cover letter and resume to: dodegard@batcon.org. Applications accepted through August 15. Bat Conservation International is an Equal Opportunity Employer.