

POSITION ANNOUNCEMENT

Join Our Team!

The Forest Society is seeking to hire a Major Gifts Officer who is passionate about the outdoors, energized by conversations with donors who are devoted to conservation in New Hampshire, and excited to celebrate our 125th anniversary by meeting friends and supporters across the state.

Job Title: Major Gifts Officer

Department: Development

Reports to: Vice President for Development

Full-time, Salaried, Exempt

40 hours/week

Salary Range: \$85,000 - \$90,000

Negotiable based on experience and quals.

Position Location: This position may be based out of the Conservation Center in Concord, New Hampshire or The Rocks location in Bethlehem, New Hampshire. A hybrid working arrangement may be considered. Participation in monthly staff meetings at the Conservation Center in Concord is required.

Position Summary: This position will cultivate a community of five-to-seven figure donors, deepening their connection with the Forest Society and engaging them in advancing its role as a statewide leader addressing forest conservation and stewardship, climate change, recreation, advocacy and education.

The position is designed to develop consistency in relationship building/donor engagement and play a key role in major gifts, planned giving, and campaign efforts across the state. This is a highly relational role that blends frontline fundraising with strategy, analysis, and donor stewardship in support of the Forest Society's mission. Fluency, credibility, passion and enthusiasm for the Forest Society's many program areas and role as a statewide conservation leader in New Hampshire is essential.

Essential Duties and Responsibilities: The primary mission of this position is to more deeply engage the Forest Society's major and leadership donors and prospects to grow the Forest Society's philanthropic support.

Key responsibilities include:

Portfolio Management and Fundraising

- Develop and Manage a portfolio of (75-125 major and planned giving prospects) maintaining regular contact through personal visits, calls, and correspondence.
- Design and implement individualized cultivation, solicitation, and stewardship strategies, leading to successful solicitation gifts at the (\$10K - \$1M+ level).
- Conduct discovery visits to qualify new prospects and assess giving potential.

- Work in partnership with the President and Vice President for Development, and other Forest Society staff and volunteer leaders to coordinate and support strategic solicitations.
- Prepare briefing materials, personalized proposals, and follow-up documentation for donor meetings.
- Support capital campaigns, including donor strategy, proposal preparation, and gift recognition.

Data and Reporting

- Maintain accurate records of donor activity, moves management stages, and meeting outcomes using Blackbaud's Raiser's Edge NXT, Luminate Online, and Salesforce.
- Monitor progress against fundraising goals and provide regular reports to Development leadership.
- Analyze prospect research and giving data to inform strategy, portfolio composition, and pipeline development.

Stewardship and Engagement

- Ensure high-quality stewardship for all major and planned giving donors.
- Collaborate with Development colleagues on planning and implementation of donor events and recognition events.
- Participate in key Forest Society events to engage donors and cultivate relationships within the Forest Society community.

Contributions/Outcomes: The Major Gifts Officer will play a vital role in raising funds that support operations, programs, and endowment funds, with special focus on developing new relationships and deepening existing relationships that will be instrumental in annual, major gift, and campaign efforts. This is a position with room for growth, entrepreneurship, and creativity.

Performance measures will include financial results, positive feedback from supporters, as well as success in collaborating with colleagues and contributing to an energized, positive, and creative working environment.

Qualifications and Skills Required:

1. Experience communicating with, cultivating, and soliciting donors of high net worth with a record of success in closing gifts and maintaining relationships.
2. Excellent communication skills, both written and verbal. The ability to write a compelling letter or grant proposal and comfort with public speaking is expected.
3. High emotional intelligence and the ability to build rapport with diverse constituents.
4. Experience with planned giving and estate planning desirable
5. Knowledge of New Hampshire - must be able to articulate and be fluent on the Forest Society mission, its current and future vision and priorities, substantive conservation issues, and be comfortable and poised in a range of social settings.
6. Exhibit a high degree of self-motivation, judgement, and discretion.
7. Strong strategic thinking skills, and efficient, timely plan execution.
8. Experience/ability to learn donor management systems – experience with Raiser's Edge NXT and Luminate Online (Convio) and Salesforce helpful.
9. Gregarious and outgoing personality; passion for the Forest Society's mission

10. Ability to meet deadlines and advance initiatives on a timeline that often involves coordination with other staff and external partners.
11. A minimum of five (5) years of experience in Development in responsible positions that include face-to-face major gifts solicitation or equivalent.
12. Minimum education of a Bachelor's Degree is strongly preferred.

Working Conditions:

- This position will likely be based at the Forest Society's headquarters in Concord but could be located at The Rocks in Bethlehem or hybrid telework.
- The Concord and Bethlehem locations have both closed and open office layout. The ability to share space, be flexible, and communicate with work neighbors will be helpful.
- Travel throughout the State of New Hampshire is required, including occasional overnight travel and evening or weekend events.

Physical Requirements:

- The ability to sit or stand while working at a computer.
- The ability to drive a vehicle, sometimes for extended periods of time in a variety of weather conditions. Must have valid driver's license.
- The willingness and ability to walk/hike several miles of incline and decline, over varying terrain, in a variety of weather conditions will be helpful but not required.

Direct Reports: None at present.

Equity, Inclusion & Collaboration: The Forest Society is an equity-based employer. We value a diverse staff and an inclusive culture. We value staff that work for the good of the whole; that can effectively collaborate to achieve shared goals of their department, as well as the organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other protected status as required by applicable law.

Interested candidates should send a cover letter and resume to:
Stephanie Milender, Human Resources Director
<mailto:smilender@forestsociety.org>

