



Connecting People and Parks and Conserving the Emerald Necklace

CHARLESGATE PARK • BACK BAY FENS • RIVERWAY • OLMSTED PARK • JAMAICA POND • ARNOLD ARBORETUM • FRANKLIN PARK

The Emerald Necklace Conservancy is a nonprofit organization dedicated to stewarding and improving for all the 1,100 acre linear park system that connects 13 diverse Boston and Brookline neighborhoods from the Back Bay to Dorchester. Discover more about our work and programs at www.emeraldnecklace.org.

OVERVIEW

The Emerald Necklace Conservancy seeks an energetic, experienced, motivated and results-driven fundraising professional to lead the creation of a major gifts program as the Conservancy enters an exciting phase of growth. Reporting to the Director of Development and External Relations, the **Major Gifts Officer** will develop a robust major gifts program, including a pipeline of donors, cultivation and stewardship opportunities; initiate the launch of a planned giving program and garner significant philanthropic support for the Conservancy's operating budget, capital campaign for the revitalization of Charlesgate Park and special projects such as Olmsted Now: Greater Boston's Olmsted Bicentennial. Currently, Conservancy staff are working primarily remotely, and this full-time, exempt position will require occasional business in the office and in the parks, as well as off-site donor meetings and events and occasional evening and weekend hours. We offer a competitive benefits package.

ESSENTIAL DUTIES:

- Manage a portfolio of approximately 150 prospects including major gifts (\$10,000+), planned giving, and some foundation and corporate donor prospects through all stages of the donor cycle.
- Design and implement customized donor cultivation strategies to identify and cultivate new relationships with \$10,000+ prospects. Employ high-touch cultivation and stewardship activities to retain or attract major donors, and ensure that donors receive proper acknowledgement and recognition.
- Personally solicit gifts from donors and prospects, collaborating with Emerald Necklace Conservancy's staff, Board, the Development, Marketing and Branding Committee of the Board and the Campaign for Charlesgate Committee.
- Move prospects through the donor cycle and regularly report on portfolio activity and progress to goals. Ensure that all relevant donor engagement moves are tracked in Raisers' Edge; generate reports to track major gifts progress across program areas.
- Collaborate with other development and program staff to ensure efficient and high-quality logistical support for staff and volunteer solicitors (research, reporting, etc.). Provide meeting briefings and other support as needed.
- Develop and maintain comprehensive knowledge of Conservancy operations and priorities, the Campaign for Charlesgate, land stewardship, education and public programs, and advocacy priorities, and communicate organizational priorities and philanthropic opportunities to external audiences.
- Generate high quality donor solicitation messaging and collateral and collaborate with Development and External Relations team to ensure external channels (main Conservancy website, e-newsletters, campaign website, etc.) are up to date. Coordinate with Communications team members to utilize available tools to highlight and promote Major Giving and Planned Giving programs.
- Communicate and collaborate with external stakeholders such as Charlesgate Alliance,

Campaign for Charlesgate volunteers, Emerald Necklace Conservancy volunteer leaders and others in a timely, professional and courteous manner. Staff meetings of Conservancy stakeholders as needed.

- Represent the Conservancy at networking or community events as needed.
- Meet or exceed fundraising goals, including securing funds sufficient to support this position.

ESSENTIAL QUALIFICATIONS:

Experience:

- Excellent fundraising skills and 3+ years of successful track record in major gift and/or campaign fundraising.
- Experience with nonprofit organizations and boards of directors preferred.
- Bachelor's degree or equivalent work experience preferred.
- Experience with Blackbaud's Raiser's Edge preferred.

Skills:

- Excellent written and verbal communications skills with consistent accuracy and attention to detail, as well as the ability to thoughtfully articulate a strong case for support.
- Broad knowledge of the principles of fundraising and experience in all aspects of the gift cycle.
- Ability to serve as a positive ambassador for the Conservancy, the Emerald Necklace park system and Conservancy projects.
- Demonstrated capacity to be self-motivated, with strong project and time management skills and commitment to generating results.
- Ability to handle highly confidential information with discretion, courtesy and good judgment.
- Results-driven, motivated, and independent worker.
- Familiarity with environmental stewardship a plus.
- Familiarity with Boston's philanthropic landscape preferred.
- Strong computer skills, including proficiency in MS Office Suite and database data entry and reporting.

Physical Requirements:

- Must be able to provide proof of COVID-19 vaccination from an immunization source showing date(s) the vaccine was administered.
- Must be comfortable being outdoors and working outdoors on occasion.

TO APPLY:

Submit a resume and cover letter including salary requirements to hr@emeraldnecklace.org with the subject "Major Gifts Officer."

Emerald Necklace Conservancy is an equal opportunity employer and seeks to recruit a diverse staff that reflects the communities served by the Emerald Necklace.