

Director of Donor Relationships

Full-Time Position

Salary \$90K, Plus Benefits

Sierra Nevada Journeys, Reno, NV, Sacramento, CA or Portola, CA

Sierra Nevada Journeys is seeking a motivated, donor-oriented Director of Donor Relationships (DDR). The Director will play a crucial role in building, maintaining and directing CEO and Advancement Director relationships with major donors, fostering philanthropic partnerships, and securing substantial financial support to advance our mission. The DDR will be responsible for directing the full lifecycle of fundraising for major gifts of \$5,000 and above, primarily from individuals. The role will manage a portfolio of major donors, with a significant focus on the cultivation, solicitation, and stewardship of existing donors. The DDR will join a relatively new major gifts effort, with tremendous growth potential, and will lead the design and implementation of best practices. Candidates should have a demonstrated track record of securing major gifts, coupled with strong relationship-building skills. The DDR will also be tasked with developing a Legacy Giving program at Sierra Nevada Journeys. The Director of Donor Relationships will work closely with the Advancement team, CEO, and Board members to move donors through the fundraising cycle. The DDR reports to the Advancement Director.

This is an exciting time to join Sierra Nevada Journeys in this role! Ideal candidates will have an entrepreneurial spirit and will join the program at a perfect time to help cultivate a vision for the evolution of major gift fundraising based out of our Reno, NV, Sacramento, CA or Portola, CA office.

AREAS OF RESPONSIBILITY

Manage and solicit a major donor portfolio

- Drive strategies to identify, cultivate, upgrade and solicit retained and new donors, to build a strong pipeline of major donors and prospects
- Serve as a primary relationship manager, and in some cases relationship director for CEO and Advancement Director, for a portfolio of 75+ major gift prospects and communicate with major donors through email, social media, phone, video conference, and face-to-face cultivation meetings
- Develop and execute documented and trackable strategies ensuring that each major donor or prospect has a clear plan for cultivation and solicitation leading to upgraded giving over time and that all interactions are captured in the CRM
- Make gift requests of \$5,000+ throughout the fiscal year and sustain a calendar of robust gift requests and activity using metrics to track efficiency and performance

Support major donor fundraising

- Develop cultivation and solicitation messaging, updates, proposals, presentations, and reports in collaboration with the Advancement Director and Communications team and in alignment with the SNJ Strategic Plan (covering unrestricted asks, and program- and project-level support, and SNJ's diversity, equity, inclusion, vision and strategies)
- Develop and execute major donor cultivation events (both virtual and in-person)
- Support the Advancement Director, CEO and Board members with their major donor responsibilities, including developing strategies for cultivations and asks, involving appropriate staff, and ensuring that all involved have the encouragement, resources, and accountability to achieve established goals



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PREFERRED QUALIFICATIONS

- At least 5 years of experience as a fundraising professional
- A demonstrated track record of at least one year, successfully stewarding and personally soliciting donors of \$5,000 or more
- Demonstrate sound judgment and discretion and maintain the highest ethical standards
- Display excellent written and interpersonal communication skills with strong attention to detail
- Be highly organized with the ability to manage several projects at once and consistently meet deadlines
- Ability to work independently and as part of a collaborative team
- Ability to connect with our mission and cultivate a genuine interest in building youth access to the outdoors and STEM, particularly underserved youth
- Willingness to travel frequently within Reno, Tahoe and Sacramento for donor cultivation
- Willingness to work occasional evenings and weekends
- Experience with a Microsoft environment and ability to use Word, Outlook, Excel, Teams, SharePoint, etc.
- Knowledge and experience with fundraising databases and CRM systems
- Certified Fund Raising Executive (CFRE) Certificate or Lilly School of Philanthropy training preferred

COMPENSATION AND BENEFITS

- Annual salary of \$90K
- Medical, dental and vision insurance (covers 90% for employees and 30% for dependents)
- Optional 403(b) retirement plan and up to a 4% match by Sierra Nevada Journeys
- Paid time off and 12 paid holidays per year
- Professional development opportunities toward relevant professional goals
- Dynamic work environment, mission-driven work, fun and fulfilling career
- Innovative company focused on improving outdoor science education delivery

To apply online, please visit <https://www.sierranevadajourneys.org/jobs>. Please include a resume and cover letter.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status or genetic information.

