



WESTCAVE

OUTDOOR DISCOVERY CENTER

JOB PROFILE SUMMARY

Job Title: Individual Major Gift Officer

Supervisor: Executive Director

Hours: Full-time

Closing Date: April 30

To Apply: Please submit a letter of interest and resume to linda@westcave.org

WE ARE are a progressive, highly entrepreneurial, fast-growing organization dedicated to the health of our local environment and encouraging a healthy lifestyle through spending time in nature.

YOU ARE passionate about our mission and are talented in communicating why Westcave is worthy of the individual philanthropist's financial investment.

Wonder and Joy: it's in our nature!

The mission of Westcave Outdoor Discovery Center is to *inspire people to develop a lifelong practice of protecting and enjoying nature*. We accomplish this through educational programs, collaborative alliances, and conservation of our beautiful 76-acre preserve. We have three pillars of impact:

CONSERVING

Our 76-acre preserve is one of the most diverse properties in the Texas Hill Country. Located in Southwest Travis County, we are at the center of one of the fastest-growing regions in the country. Protecting this beautiful land, which is home hundreds of plant species, dozens of mammals and to the endangered Golden-cheeked Warbler, attracting birders from all over the world, has become more important than ever.

TEACHING

While many places offer opportunities for self-led nature activities, Westcave has dedicated staff who partner with schools to teach natural science to 5,000 students annually. Students learn complex and essential scientific concepts in the best classroom of all: our 76-acre preserve in Southwest Travis County and our nationally renowned Warren Skaaren Environmental Learning Center.

COLLABORATING

The Children in Nature Collaborative of Austin (CiNCA) is a mighty force for good, catalyzing 60+ member nonprofits, environmental educators, health professionals and community leaders to work together on common goals. Westcave Outdoor Discovery Center has stepped up to lead CiNCA in its efforts to connect children and families to nature, because we believe forming strategic alliances and sharing ideas and resources increases our collective impact.

Additional information on Westcave Outdoor Discovery Center is available at www.westcave.org.

Job Summary:

The Individual Major Gift Officer (IMGO) will be responsible for identifying, cultivating, soliciting and stewarding individual donors to Westcave. Our organization is in a growth period having doubled both revenue and expenses during the past five years to support a significantly expanding portfolio of programs. We are also winding down a three-year "capacity building campaign" that was launched in 2015 to generate new revenue with an emphasis on outreach to individual donors. Sustaining this recent growth in major gift revenue will be an essential measure of fundraising of success going forward.

In collaboration with the Executive Director and Westcave's Board of Trustees, the IMGO develops revenue sources and strategies and directs Westcave's individual major gift fundraising activity including oversight of our annual Celebration of Children in Nature gala that generated more than 20% of Westcave's operating revenue in 2017. Additionally, the IMGO provides guidance in organizational marketing and communications. The IMGO reports directly to the Executive Director and works closely with the Board of Directors, key volunteers and staff.

Essential Responsibilities/Duties:

1. Generates revenue of approximately \$600,000 from individual donors over the coming 24 months.
2. Manages all aspects of individual major gift fundraising including:
 - Major Donors, Grotto Guild, individual donors at all levels, event sponsors, direct mail and online appeals
 - Legacy Program implementation for planned gifts with an emphasis on endowment revenue
3. Establishes the major gift infrastructure, such as "Moves Management", for organizing and shepherding all of Westcave's individual donors and prospects.
4. Oversees the team of staff and volunteers who plan and implement the annual Celebration of Children in Nature fall gala including committee support, sponsorship solicitation, promotion, coordination with event site, and tracking of income and expenses. The IMGO will also oversee the annual Grotto Guild dinner, a thank you event for major donors.

5. Supports other outreach events such the Austin Kite Festival, Banff Film Festival, Earth Day, Family Nature Days, Fall Fest, and Star Nights.
6. Works with the Administrative Coordinator to maintain a current donor database, timely donor recognition, and generation revenue reports as needed
7. Collaborates with members of Board of Directors to identify and cultivate major gifts
8. Writes newsletter articles, donor correspondence, fundraising materials and other communications

Qualifications

- Education: Bachelors degree or higher. Additional formal training in development is highly valued
- Experience: Minimum of two years experience in nonprofit fundraising
- Excellent writing samples
- Excellent references

Knowledge, Skills & Abilities

- Demonstrated/clear personal alignment with the mission of Westcave Outdoor Discovery Center
- Skills in operating general computer software programs including Microsoft Office (Word, Donor Perfect, Excel, Power Point, Publisher, and Outlook
- Thrives in an outdoor environment
- Knowledge of local philanthropy landscape a strong bonus

Physical Demands

- Participates occasionally in Preserve-based programs; leads hikes on the Preserve with donors and prospects