



Transforming lives through outdoor recreation

Job Title: Major Gifts Officer

Job Summary: The Major Gifts Officer is responsible for developing and implementing the discovery, cultivation, solicitation, and stewardship of new and existing major donors (\$1,000+). This position will play an important role in significantly growing Outdoors for All's donor base and expanding the scope of the philanthropic strategy for both annual and capital campaign giving.

Reports to: Associate Executive Director

Primary Responsibilities

1. Manage relationships with current and prospective major donors, board members, funders, and key stakeholders.
2. Develop and manage all aspects of the donor engagement cycle for assigned portfolio using a moves management approach including tracking and engagement strategies.
3. Build and maintain a strong working knowledge of Outdoors for All's work and strategic priorities to inform prospective and existing donors and partners.
4. Work collaboratively with other team members and volunteers to ensure donors have a seamless and outstanding experience engaging with and supporting Outdoors for All.
5. Contribute to the creation of budgets, collateral materials, major gift proposals, research profiles, and lists for targeted mailings and events.
6. Leverage the capacity of Salesforce to track action, create reports and manage relationships ensuring records for all assigned donors are up to date.
7. Attend and assist in the execution of house parties, tours, stewardship events, and other key special events.

General:

1. Provides accounting information required for accurate tracking including receipts, correspondence, records of in-kind donations and other documentation.
2. Participate fully as a member of the Outdoors for All staff team.
3. Comply with Outdoors for All safety and health policies and procedures.
4. Other duties as identified.



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Qualifications:

1. Bachelor's Degree.
2. Minimum of five years related work experience with a proven track record in successful donor cultivation and solicitation.
3. Working knowledge of current trends in charitable giving, particularly in the fields of major gifts and planned giving.
4. Ability to skillfully develop, prioritize and manage a portfolio and multitask in a fast-paced environment.
5. Ability to work constructively as a team member, set and meet project timelines, parameters, budgets and goals.
6. Proficient in Microsoft Office Suite and experience with donor databases. Experience with Salesforce and Smartsheet a plus.
7. Excellent interpersonal, verbal and written communication skills.
8. Ability to work a flexible schedule; evening and weekend work required.
9. Valid Washington state Driver's License and ability to be insured for organization's auto coverage; must also verify own auto insurance.
10. Commitment to a positive, fun and team-oriented working environment.

Compensation: \$66,000 – 87,000 annually

Status: Full time; exempt (Opportunity for flexible scheduling)

Benefits: Medical, dental, three weeks paid vacation leave, retirement matching

Closing date: Open until filled

Application Process

- A. **Required:** One page résumé and cover letter
- B. **Submit:** Please submit materials to: Thera Zylstra at theraz@outdoorsforall.org.

Outdoors for All is a Seattle-based nonprofit that has been transforming lives through outdoor recreation since 1979. Our headquarters is based in Seattle's Magnuson Park. Each year over 2,400 children and adults with disabilities exercise their abilities in our adaptive and therapeutic recreation programs thanks to the support of more than 700 volunteers, 18 year round staff, 16 part time staff and numerous donors.

Outdoors for All Foundation Mission

To enrich the quality of life for children and adults with disabilities through outdoor recreation.