



Virginia League of Conservation Voters - Major Gifts Officer

Virginia League of Conservation Voters (Virginia LCV) is seeking a full-time Major Gifts Officer (MGO) to help raise financial support for our organization by cultivating, stewarding and soliciting a portfolio of top donors, while at the same time building our major donor base by identifying and introducing qualified newcomers to our work.

The ideal candidate will be an energetic fundraiser who can deliver on ambitious goals and make a compelling case for investing in policy change to protect Virginia's natural resources, as well as political investments to elect conservationists to office. Virginia LCV's MGO will be a strong relationship builder who can translate electoral and programmatic campaigns into compelling cases for financial support. This position is an opportunity to build relationships across the state, to build power at the intersection of the environment and politics, and to provide meaningful opportunities for donors to help generate progress and change through Virginia LCV's work.

About Virginia League of Conservation Voters

Virginia LCV, a 501(c)(4) organization, advocates for progressive conservation policies, educates and endorses candidates for public office, and holds elected officials accountable on our conservation priorities; clean air and water, protected lands, public health, environmental justice and climate action. The Virginia LCV family of organizations also includes the Virginia LCV Education Fund, a 501(c)(3) organization, and Virginia LCV PAC, our political arm that directly supports pro-conservation candidates.

Job Responsibilities

The Major Gifts Officer's responsibilities include:

- Identifying and managing a portfolio of qualified prospects and donors throughout the state.
- Setting individual goals based on donor history and potential, and then creating and delivering on individual cultivation, stewardship and solicitation plans for

donors. Virginia LCV's MGO will fundraise for all three entities of the organization, depending on donor interest; Virginia LCV (501c4) Virginia LCV Education Fund (501c3) and Virginia LCV Political Action Committee (PAC).

- Working closely with board members and Virginia LCV's Board Development Committee to integrate them into major donor strategies.
- Creating monthly and quarterly reports that track portfolio activity and performance.
- Working closely with the Executive Director and Development Director to plan for and achieve monthly fundraising goals, including financial event goals.
- Working with the Development Director and other staff on donor communications, both print and digital.
- Traveling regularly around the state (post-pandemic restrictions) and often working outside of an office setting.
- Assisting with regional fundraising events throughout the year.
- Other tasks as assigned.

Qualifications

We are seeking candidates who are motivated to **raise money for policy change and political action**, who are **natural and genuine relationship-builders**, and who are **results-oriented**. You should have:

- A proven track record of strong major donor portfolio management and results, with 3+ years of demonstrated experience.
- A strong desire to build new relationships, engage people from diverse backgrounds, and create partnerships that are mutually meaningful.
- Writing and speaking skills that translate into compelling pitches, effective asks and solicitation letters, and meaningful reports to donors on the impact of their gifts that protect and reflect the mission, goals and values of our organization.
- A commitment to equity and inclusion as organizational practice and culture, and a willingness to learn and understand how environmental issues intersect with racism, economic and social inequality.
- The ability to generate development reports in our CRM database (EveryAction) as well as the skills to maintain major donor files, including moves management

plans, records of correspondence, meeting notes, donor briefs and background information using EveryAction, the Microsoft suite and Google docs.

- The dedication to be a team player in a group of passionate and mission-driven colleagues who are committed to Virginia's environment and who share the belief that elections shape lives.

Benefits and Compensation

Virginia LCV offers a competitive compensation and benefits package that includes the following: excellent health, dental and vision coverage, short-term disability coverage, life insurance coverage, an IRA retirement plan with an employer match, and generous paid time off and holiday policies.

Position Details: This is a full-time position, currently remote but that will shift at some point in the future to our Richmond office. Occasional evening and weekend hours are required, as is the ability to travel throughout Virginia. The Major Gifts Officer will report to the Development Director

To Apply: Send cover letter, resume and salary requirements to Kelly Accardi at kaccardi@valcv.org with *Major Gifts Officer* in the subject line. Applications are due by 05/31/21. No calls please.

Virginia LCV & Virginia LCV Education Fund are Equal Opportunity Employers committed to a diverse, inclusive, and equitable workplace.