Job Description

Individual Giving Officer

Remote - SF Bay Area Based

Fulltime: $80-90,000/year and generous benefits

Ride Bikes for Work!!

Are you ready for your dream job? Marin County Bicycle Coalition seeks an Individual Giving Officer to run our hugely successful major gifts program. Reporting directly to the Executive Director, (a CFRE with 30+ years experience in development) this new position will be blessed with a virtually unlimited portfolio of untapped, high capacity individuals.

About Marin County Bicycle Coalition

Founded in 1998, MCBC’s mission is to create a healthy, connected, and sustainable Marin by promoting bicycling for everyday transportation and recreation.

With your support, the Marin of the future will enjoy a comprehensive network of safe, convenient, and connected places to bike, both on road and off. It will be a place where everyone bikes everywhere, everyday - where bicycling is a normal part of life and the first choice for transportation, and the strengths and benefits of the bicycling movement are understood and embraced by all.

MCBC is a growing organization whose budget has increased in recent years from $750K to $1.3M. This is in large part due to a focus on major gifts.

Responsibilities

● Obtain and conduct one on one meetings with donors. Meetings may be via zoom, in cafes, or riding bicycles with donors and prospective donors on the roads and mountains of Marin County.
● Actively develop individual moves management plans for a portfolio of approximately 100-150 current and lapsed donors who give up to $1,000 and up annually.
● Stay up to date on all MCBC programs. Work closely with freelance writers and marketing staff to develop messaging and proposals for current campaigns.
● Collaborate with the Executive Director to identify and introduce prospects for planned giving.
● Set, manage, and meet aggressive targets for major gifts, developing an effective pipeline to the major, campaign, and planned gifts program.
● Track cultivation and stewardship activities for your portfolio in the Salesforce database.
● Conduct and document systematic prospect research using state-of-the-art wealth screening software.
● Provide support to the Executive Director by overseeing creation of donor/prospect briefings, proposal materials, and other major donor communications in collaboration with freelance writers and marketing staff.
● Support the Major Gifts Committee in the cultivation and stewardship of their designated prospects.
● Represent MCBC in the community, and at donor events.

MINIMUM QUALIFICATIONS
● Four years+ fundraising experience, with a focus on individual donors
● Ability to execute a major gifts program focused on direct and personal solicitation;
● Excellent written and oral communication skills;
● Donor database experience, knowledge of Salesforce highly desired;
● High level of proficiency with Microsoft Office products and Google-based business products, and a working knowledge of procedures for donor research;
● Superior interpersonal skills, ability to engage professionally with volunteers, colleagues, and donors;
● Available to work occasional weeknights and weekends;
● Excellent organizational skills and ability to prioritize workload in a timely manner;
● Respect for sensitivity of donor information and a strong sense of fundraising ethics; and,
● Strong work ethic, professional manner, and appearance in representing MCBC.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Confidence maneuvering a bike around cars is a plus. Ability to ride road, mountain, and gravel bikes with donors of varying abilities also a plus.

Salary & Benefits
Salary range is $80-90k (full-time, hourly, non-exempt), depending on experience. Includes an excellent benefits package. Employees receive 28 days of paid time off per year, composed of nine holidays, 15 days of flexible paid time off, and the four workdays between Christmas and New Years. Retirement packages include up to a 1% match of your annual wages.

This position requires working some evenings and weekends. MCBC is a 100% remote organization, but the applicant should be able and willing to meet with and ride with donors in Marin most days. A per diem is offered to help defray home office costs. Staff meet virtually weekly and in-person throughout the year at events and rides.

To Apply
Please send a resume, cover letter, and writing sample to jobs@marinbike.org with the subject line “Individual Giving Officer- [Your Full Name]”.

Emails only, no phone calls please.

MARIN COUNTY BICYCLE COALITION IS AN EQUAL OPPORTUNITY EMPLOYER.