



Job Description

Position Title: Director of Major Gifts

Location: Florida

Reports to: Chief Development Officer

Date: 01/11/2024

Organizational Overview

Save the Chimps operates the largest privately funded chimpanzee sanctuary in the world. Located on nearly 150 acres in Fort Pierce, on the Treasure Coast of Florida, the Sanctuary provides high quality lifetime medical and behavioral care and enrichment for chimpanzees rescued from research laboratories, entertainment, and the pet trade.

Save the Chimps was established in 1997 and is home to over 226 chimpanzees. The work of the organization is accomplished by a nonprofit board of directors, approximately 80 full-time staff, and a number of community volunteers.

Job Responsibilities

The Director of Major Gifts is responsible for the strategic direction and relationship management of individual donors giving \$1,000 or more annually. The Director of Major Gifts manages a \$1.3m revenue line and is essential to developing, expanding, and stewarding major donor support for Save the Chimps.

The following is a list of the essential functions of this position. This list is intended to be representative of the tasks performed within the position description but is not limited to:

- Cultivate, steward, and maintain year-round relationships with individual gift donors or prospects of \$1,000+ to grow immediate funding, long term funding and planned gifts.
- Serve as a primary fundraiser along with CEO and CDO, building donor relationships through face-to-face cultivation, solicitation, and stewardship activity.
- Grow annual revenue from individual donors through relationship-based fundraising and strategic moves management, with an emphasis on long-term stewardship and engagement.
- Create individual engagement, stewardship plans and giving goals for each donor based on giving history, relationship and the organization's knowledge of the donor's giving potential.
- Provide regular updates to CEO/CDO regarding Major Gift solicitations, moves management strategies and requests for leadership engagement/stewardship



- Conduct regular portfolio review meetings and moves management discussions in partnership with Director of Membership and Director of Foundations.
- Manage Planned Giving Program and serve as the point person for all planned gift inquiries.
- Recruit and steward individual donors by building year-round engagement activities to maximize revenue, build donor loyalty.
- Set up meetings for CEO/CDO to focus on strategic stewardship of donors.
- Collaborate with Database Manager to implement prospect management strategies utilizing CRM.

Knowledge, Skills and Abilities

- Nonprofit experience and a successful track record in fundraising program management.
- Ability to work collaboratively.
- Adherence to deadlines, strong organizational and time management skills.
- Excellent analytical skills and attention to detail.
- Experience in team-based, cross functional work environments with effective and respectful communication skills.
- Ability to maintain confidentiality.
- Excellent oral and written communication skills.
- Collaborative work ethic with strong interpersonal skills.
- Requires a passion for and a commitment to the mission of Save the Chimps.

Education, Work Experience and Qualifications

- Bachelor's degree or higher is required.
- Based in FL, preferably the Treasure Coast.
- Proven track record and knowledgebase in identifying, cultivating/stewarding, soliciting, and closing major gifts.
- Experience in soliciting six-figure gifts from individuals.
- Demonstrated ability to facilitate donor solicitations and successful donor pipeline management.
- 5-7 years of diversified fundraising experience in a nonprofit environment, including capital campaigns, major gifts, annual gifts, direct mail, and corporate philanthropy. Working knowledge of planned gifts.
- Experience working with CRM databases, specifically Raiser's Edge.
- Proficiency in Microsoft Office Suite.

Must be able to successfully pass a pre-hire drug screen and a criminal background check. Also due to the safety risk to the chimps, it is an essential function of the position to have received the COVID-19 vaccine series along with several other vaccinations and have a negative Tb test.



Save the Chimps is an equal opportunity employer and treats all applicants and employees consistently without regard to race, color, religion, creed, gender, gender identity, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

To Apply: Please submit a cover letter and resume to Ashly Alberto, Chief Development Officer at Save the Chimps, at aalberto@savethechimps.org.