

Job Description

Job title: Major Gifts Officer

Classification: This is a full-time position based in Charleston, South Carolina. Hybrid.

Reports to: Director of Development

Salary: \$68,000 - \$78,000

Job Summary:

Reporting to the Director of Development, the Major Gifts Officer will have primary responsibility to raise philanthropic support for Turtle Survival Alliance (the Alliance) from current major and prospective donors. The Major Gifts Officer will focus on building relationships with donors and prospects with a capacity of \$5,000-\$100,000. The Major Gifts Officer will be a key player in the execution of the Alliance's annual fundraising goals for global conservation projects, operation and expansion of the Turtle Survival Center located in Cross, South Carolina, and special rescue and reintroduction campaigns.

Fundraising experience must include a positive track record managing approximately 100 prospective and current donors and success in securing five and six-figure gifts. Knowledge of wildlife conservation is highly desired. Successful applicants must demonstrate an ability to independently develop and implement strategies and sustain donor relationships over time.

The Major Gifts Officer will develop a prospect pipeline through visits, events, correspondence, and regular calls as required for donors in the portfolio. The position calls for exemplary interpersonal skills, the ability to create strategic and donor-centric proposal concepts and reports; and the ability to maintain excellent relationships with donors, TSA staff and Board Members, and partners while representing the organization with superior professionalism and commitment.

Responsibilities:

- Develop and implement strategies to identify, cultivate, solicit, and steward major donors.
- Build and manage a portfolio of major donors, including individuals, corporations, and foundations, to meet fundraising goals.
- Conduct prospect research to identify potential major donors and develop targeted solicitation strategies.

- Cultivate relationships with donors through personalized communications, meetings, events, and other engagement opportunities.
- Collaborate with the fundraising team and senior leadership to align major gifts efforts with overall fundraising priorities.
- Prepare and present compelling funding proposals and reports to donors, highlighting the impact of their contributions.
- Coordinate with program staff to provide donors with updates on the organization's work and outcomes.
- Maintain accurate donor records and ensure timely and appropriate acknowledgment of gifts.
- Collaborate with colleagues to leverage donor relationships for additional fundraising opportunities.
- Stay informed about trends in philanthropy and major gifts fundraising best practices.

Minimum Qualifications:

- Education and Experience: College degree required, with a minimum of five years of successful fundraising experience including the closure of five and six-figure gifts. A passion for wildlife conservation is preferred.
- Licensure/Certification: N/A, but CFRE is preferred.
- Knowledge/Skills: Demonstrated excellence in oral, written and presentation skills. Ability to attend to detail and ensure accuracy of data. Understanding of and commitment to Turtle Survival Alliance's mission. Demonstrated ability to use personal computers, video conferencing tools, Microsoft Office suite, a CRM database, and project management tools. Effective organizational, planning, communication, attention to detail and interpersonal skills.
- Knowledge of Salesforce, Asana, and iWave preferred.
- Other: Ability to work independently and also collaborate across departments to meet fundraising goals. Respect for and ability to work with a highly diverse, global suite of partners required. Regular national travel to meet with donors and/or attend events required. Attendance and support for donor events and meetings may require work outside of normal business hours.

Contacts and Engagement:

Donors, prospects, volunteers, board members, teammates, organizational leadership, business leaders, national and international partners, consultants and all other stakeholders.

Benefits:

In addition to the above-stated compensation, Turtle Survival Alliance offers an individual retirement account with up to a 3% employee match, medical, dental and vision insurance (up to \$600 employer contribution per month) as well as life insurance, paid time off, and sick leave.

Application

To apply, please send a cover letter and resume/CV to Ratri Lertluksamipun, Director of Development, at rlertluks@turtlesurvival.org.

About Us:

The Turtle Survival Alliance protects and restores wild populations of tortoises and freshwater turtles through science based conservation, global leadership, and local stewardship. Formed in 2001, Turtle Survival Alliance is a global conservation organization based in Charleston, South Carolina that works to create a planet where tortoises and freshwater turtles can thrive in the wild. With strategic, science-based initiatives directed by local leaders, our work creates lasting impact and capacity where it matters most and inspires long-term community-based stewardship to prevent extinction. Where populations cannot yet succeed in the wild, our breeding programs ensure their future survival. Because turtles are ancient, remarkable creatures—and to save them, we all play a role.

Turtle Survival Alliance does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.