

JOB ANNOUNCEMENT

Forterra fills a unique and important niche as the largest conservation and community building organization dedicated solely to this region. As a national leader, Forterra is shaping a future that will flourish environmentally and economically. We partner with thousands of leaders and residents across the region to create healthy, livable and prosperous communities. For over 20 years, Forterra has led efforts to conserve more than 172,000 acres of forests, farms, shorelines, parks and natural areas and restore critical landscapes.

Forterra is an Equal Opportunity Employer. Forterra actively seeks candidates from a variety of backgrounds, who are committed to the mission and vision of the organization.

OPEN POSITION:	MAJOR GIFTS OFFICER
REPORTS TO:	Vice President of Development & Marketing
LOCATION:	Seattle, Washington
SALARY:	Starting salary \$55,000. Potential for \$10,000 year-end bonus contingent on meeting revenue goals.
BENEFITS:	Eligible, Class II
SUMMARY OF POSITION:	Under the guidance of the VP of Development and Marketing, the Major Gift Officer (MGO) will work with other leaders and the Development Team to identify, cultivate, solicit and steward major gift prospects in support of Forterra. The successful candidate will be creative, entrepreneurial and mission driven. Additionally, s/he will possess strong verbal and written communication skills, as well as strong listening skills.

TO APPLY: Email: jobs@forterra.org
Subject Line: "MGO"
Or send cover letter and resume to:
Forterra
615 Second Ave, Suite 600
Seattle, WA 98104
Fax: (206) 577-9956
ATTN: HR Specialist

APPLICATION DEADLINE: This position is open until filled. Applications will be reviewed on a rolling basis.

APPLICATION PROCESS

Carefully review the attached job description and qualifications for this position. Typically, we only consider candidates who meet or exceed the qualifications outlined. Email submissions are preferable; however we do accept resumes via post and fax. When emailing resumes, please save your document as a PDF, Microsoft Word document or in text format.

Forterra's Human Resources department thoughtfully reviews every resume submitted. Unfortunately due to the high volume of resumes we receive, we only contact applicants who we plan to interview. If we contact you for an interview, please be prepared to provide us with your full employment history and to undergo a thorough background and professional reference check. If we do not contact you, you were not considered for the position. You will know a position has been filled when we update the "Career Opportunities" page on our website: www.forterra.org.

SUMMARY OF POSITION

The Major Gifts Officer (MGO) is a self-motivated and mission driven professional who is an important member of Forterra's development team. The MGO's primary responsibility is to identify, cultivate, solicit and steward major gifts prospects for gifts in support of Forterra's annual fund and conservation programs. S/he will be responsible for assisting in the planning, strategy setting and execution all of activities necessary to successfully secure gifts which meet Forterra's fundraising objectives.

SPECIFIC DUTIES

Direct Fundraising Responsibilities

The MGO will work to define and advance Forterra's objectives for major gift fundraising –

- Identify and cultivate a portfolio of major gift prospects; developing a solicitation and stewardship strategy for securing new support;
- Work collaboratively with senior management to develop funding priorities and implement advancement programs to sustain major gift support;
- Steward Forterra's 200 Conservation Circle donors and implement strategic moves management to upgrade these donors to \$10k+ in giving;
- Monitor all prospect contacts to ensure positive and purposeful prospect and donor relations; Face-to-face engagement is preferred, unless prospective donor indicates otherwise.
- Adhere to the highest ethical standards; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors;
- Articulate compelling and thoughtful proposals both in writing and verbally; demonstrate strong listening skills;
- Recommends and assists with programming involving the President, CPO and volunteer leaders;
- Collaborate in the execution of the Conservation Awards Breakfast, especially around recruitment of table captains and guests;

Departmental Support & Administration

- Collaborates with development, marketing and outreach staff in preparing cultivation and solicitation strategies for current and prospective donors;
- Participate in the development of policies and procedures related to the major gifts and planned giving programs;
- Collaborate with marketing and communications staff to develop materials and marketing collateral for the major gift effort;
- Work with the Development team to ensure the successful execution of Forterra's donor centric events;
- Ensure that all donor related activity is recorded and tracked in Raiser's Edge.

Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree with 3+ years of successful experience in major or planned gift fundraising, preferably in the conservation and environmental arena;
- Must be a *highly energetic*, entrepreneurial and creative professional with a track record of cultivating and stewarding donor relationships;
- Ability to organize and manage diverse activities and set priorities in a fast paced environment. Flexible and able to work well under pressure
- Exceptional organizational skills and ability to multi-task.
- Strong communication, interpersonal, administrative and organizational skills; Ability to develop a positive working relationship with a variety of people;
- Experience with Raiser's Edge (or other fundraising software), Microsoft Office programs, including Word, Excel, Outlook, and Adobe Acrobat.
- Demonstrated resourcefulness and strong problem-solving skills.
- Must be able to work occasional non-standard hours, including evenings and weekends;
- Valid, insurable drivers license/record.

SUMMARY OF BENEFITS

PAID TIME OFF (PTO)

- Employees accrue 160 hours of PTO annually. Employees who have worked for Forterra for more than 5 years accrue PTO at a higher rate.
- 10 paid holidays – New Year's, MLK, President's, Memorial, Independence, Labor, Thanksgiving Eve/Day, Christmas and Christmas Eve or Boxing Day.
- Employees working a full calendar year must use at least 80 PTO hours annually. Employees working more than six months in a calendar year must use at least 40 PTO hours annually.

MEDICAL

- Group Health PPO (in-network) and First Choice Health Network (out-of-network).
- In/Out-of-Network office visit co-pay – \$25. Calendar year employee deductible at \$500; family at \$1,500.
- Employee portion of the medical/dental premium is deducted pretax. Contribution is based on class level:

Class I: Executive Management - \$100,
Class II: VP and Directors - \$75,
Class III: Program Managers & Other Staff – \$50
Class IV: Hourly Employees – \$25

- Family/dependent coverage is available at employee expense.
- Health Reimbursement Arrangement.

DENTAL

- Washington Dental Service – Delta Dental PPO;
- Preventative care paid in full; no deductible;
- Basic care at 80% coverage; major care at 50% coverage, annual maximum \$2,000.

VISION

- Eye exams covered once every 12 months – must be a GHC provider.
- Hardware benefits of \$100 in any 24 consecutive month period.

LIFE INSURANCE and AD&D

- \$35,000 Life and \$35,000 Accidental Death & Dismemberment insurance.
- CLC pays full premium.

SHORT TERM DISABILITY

- Benefit pays 60% of pre-disability salary, subject to policy cap.
- 14 day elimination period, 11 week maximum coverage.
- CLC pays full premium.

LONG TERM DISABILITY

- Benefit pays 60% of pre-disability salary, \$4,000 monthly policy cap.
- 90 day elimination period, 24 month maximum coverage.
- CLC pays full premium.

MISC BENEFITS

- Subsidized transportation pass offered – ORCA Passport with Home Free Guarantee.
- Employee Assistance Program (EAP)
- 401K eligibility after 6 months of employment
- COBRA Benefits – 60 day post termination election period.
- Flexible Spending Account

Benefits are effective the first full month of employment. Information contained herein is intended as only a brief summary of the benefits offered at Forterra and is not all-inclusive. Actual benefits are subject to certain contracts and restrictions and may change without notice. Detailed features and limitations are available in the Administration Office.