

Major & Planned Giving Officer

Chicago, IL
Full Time
Environmental Law & Policy Center
Experienced
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Are you passionate about the environment in the Midwest? Do you care about protecting the Great Lakes and accelerating the transition to clean energy? How about the legacy we will leave for our children and grandchildren?

If you're a development professional with experience in major & planned gifts, we want to talk with you! Join our winning team of talented, mission-driven professionals, who work together to protect the environment and natural resources in the Midwest.

About ELPC:

The Environmental Law & Policy Center is the Midwest's leading environmental legal advocacy organization. We show that environmental progress and economic development can be achieved together by putting sustainability principles into practice. We advance climate solutions by accelerating clean renewable energy alternatives to conventional power plants and advancing clean transportation solutions. We protect the Great Lakes and defend the Midwest's wild and natural places, and we fight for safe, clean water and healthy clean air for all. We combine effective public interest litigation with strategic policy advocacy, sound science, and economic analysis. ELPC produces strong results for the environment in the courtrooms, boardrooms, and legislative hearing rooms across the pivotal Midwest states and in Washington D.C.

ELPC is proud to be the recipient of the American Bar Association's 2023 Award for Excellence in Environmental, Energy, and Resources Stewardship.

LOCATION: Chicago, IL with a hybrid work environment

HOURS PER WEEK: Full time (40 hours/week)

REPORTS TO: Chief Development Officer

JOB SUMMARY:

- The Major & Planned Giving Officer (MPGO) will manage and execute the full life-cycle of major and planned giving, including identification, qualification, cultivation, solicitation and stewardship of major and planned giving prospects. They will be a mission driven, major and planned giving development professional with demonstrated success in "making asks" and all aspects of major and planned gift fundraising. The MPGO will bring an entrepreneurial, hands-on fundraising approach

coupled with a deep interest in ELPC's strategic environmental advocacy in the Midwest/Great Lakes region.

ESSENTIAL JOB FUNCTIONS:

Donor Prospects Discovery, Development and Delivery

- Proactively and strategically engage in fundraising to successfully secure major and planned gifts from both current and new donors.
- Prepare proposals and written materials such as visit strategies/briefings, correspondence, solicitation/proposal and pledge documents.
- Participate in donor events with a view to prospecting and cultivating donors and growing reach in the environmental community.
- In collaboration with the Chief Development Officer, develop and execute ambitious monthly, quarterly, and annual goals, supported by a robust schedule of meetings with existing and prospective donors and influencers.

Development Team Work

- Work collaboratively with the Development Team to successfully achieve overall fundraising goals, especially by increasing the number of major and planned gifts.
- Support and leverage the Executive Director's and Chief Development Officer's engagement in major and planned giving fundraising.
- Write compelling and persuasive donor communications including major and planned giving requests, reports and other supplementary materials.
- Coordinate with the Development Team on events and fundraising campaigns throughout year to connect with major and planned giving targets.

Education & Experience (years):

- Bachelor's degree required. CFRE a plus.
- 6-8 years progressive experience in nonprofit fundraising, including significant experience with planned giving and major gift fundraising.
- Demonstrated success in personal cultivation, solicitation, stewardship and closing of major and planned gifts, including five, six/seven-figure gifts.

Knowledge, Skills & Abilities:

- Understanding of a variety of major and planned giving vehicles, current trends in philanthropy, and estate and financial planning.
- Excellent, persuasive, and diplomatic communicator - in person, over the phone, and in writing. Excellent active listening skills to understand donors' desire for their gift and respond with attractively tailored and well aligned proposals.
- Ability to prepare well-written materials including proposals, briefing materials, reports and correspondence.
- Strong problem solving and negotiating skills. Highly creative/innovative with abilities to persuade and motivate others.
- Self-starter, ability to work independently on complex donor strategies.
- Results oriented with ability to focus on and meet deadlines and goals.
- High integrity and professionalism, respecting the confidential nature of donor information and ELPC's business practices.
- Environmental knowledge and experience strongly preferred
- Proficiency in Microsoft suite, especially Word
- Ability to operate independently as well as part of a regional and diverse team

Estimated travel & related conditions:

- 10-35% domestic travel
- Availability for occasional evening or weekend work

Salary

ELPC offers an attractive salary and benefits package, competitive to leading national environmental non-profits. Depending on location and experience, salary ranges from \$83,000 - \$90,000 with some flexibility to go higher for a well experienced candidate.

Application Process:

Please upload a **cover letter and resume** when applying. If we find a match between your experience and our needs, we will reach out for an interview.

ELPC's EEO Statement:

Environmental Law & Policy Center is committed to diversity, equity and inclusion in the workplace and provides consideration for an employment relationship without regard to race, color, religion, sex, sexual orientation, gender expression, gender identity, genetic predisposition, national origin, ethnicity, disability, veteran status, or any other characteristic protected by federal, state or local law.

If you are interested in any of our open positions but are unable to apply via email due to a disability, please email us at gcronin@elpc.org with a reference to the specific job(s) you are interested in, and we will be happy to assist you.