



## MEMBERSHIP & MAJOR GIFTS MANAGER

Leave No Trace seeks a talented, dynamic Membership & Major Gifts Manager to join our passionate staff. This detail-oriented, data-driven membership and communications expert will possess solid analytical skills, inspired written and verbal communication abilities, and a track record of building, retaining and growing individual donor bases. A successful applicant should have a strong commitment to protecting the outdoors, take a great deal of responsibility for their individual role and be able to thrive in a team-oriented atmosphere.

**Position Title:** Membership & Major Gifts Manager

**FLSA Status:** Full Time (40 hours/week) Exempt

The position is based in the Boulder, CO area with a hybrid work environment that does require work days from the Boulder, CO office of Leave No Trace.

**Compensation:** \$50,000 - \$55,000 annually and will be negotiated based on commensurate skills and experience. A flexible schedule and a good work/life balance are part of the culture of this award-winning organization. Excellent 100% covered health, retirement, and time-off benefits are included in the compensation package.

## QUALIFICATIONS

- Experience with work with a membership program, preferably with a nonprofit organization for 3+ years duration
- Significant work with CiviCRM or comparable CRM systems to manage donor records, relationships, and communications
- Experience with Wordpress or comparable open-sourced web hosting software
- Outstanding written and verbal communication skills
- Ability to execute both strategic, budgetary, and tactical goals
- Passion for the outdoors and the Leave No Trace mission
- Ability to maintain a high level of poise, energy, and professionalism

## RESPONSIBILITIES

- Guiding and expanding the membership and donations strategy
- Creating campaigns that appeal to current and potential constituents
- Drive engagement and national awareness of our work by generating creative, clear, and compelling content that attracts new members and donors, and provide a high-touch membership experience that retains existing ones
- Managing database segmentation (CiviCRM) and evaluating/improving constituent relationships

- Overseeing a strong join/renew program for all membership populations centered on email messaging and an inspired conversion strategy for a robust social media audience
- Manage email messages and membership website pages, including testing functionality and reviewing/improving the user experience
- Contributes to SEO and familiarity with social media advertising platforms
- Maintaining relationships with key donors and leading Board/Donor communications and recognition and develop major gift strategies
- Manage a Google for Nonprofits program (including Analytics, Ad Grants, G Suite) and Facebook Advertising

**TO APPLY:** Please send a one-page cover letter and a resume to [hire@LNT.org](mailto:hire@LNT.org) with the position title in the subject line. No calls please.

Leave No Trace is for all people and the organization recognizes that every person's relationship with the outdoors and natural world is unique and personal. The organization is committed to building an organization that celebrates diversity and embodies inclusivity. We endeavor to diversify our workforce and encourage and desire applicants from all backgrounds, ethnicities, and lived experiences to join our team. All employment decisions at Leave No Trace are based on business needs, job requirement and individual qualifications, without regard to race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.