



California  
Native Plant  
Society

## **Job Announcement**

### **About CNPS (California Native Plant Society)**

The California Native Plant Society (CNPS) is a statewide non-profit conservation organization with more than 13,000 members in 35 chapters across California and Baja California, Mexico. Founded in 1965, the mission of CNPS is to protect California's native plants and their natural habitats, today and into the future, through science, education, stewardship, gardening, and advocacy. Native plants are the foundation of California's globally significant biodiversity. CNPS is meeting this critical moment for biodiversity and climate action by supporting and catalyzing statewide efforts to conserve public lands, save sensitive species and habitats, and create thriving native plant habitats in our urban spaces and wildlands. CNPS is actively working to embed diversity, equity, inclusion, and justice into all aspects of our work - from chapter engagement and volunteer leadership to public outreach and education.

### **Job Summary**

The **Major Gifts Officer** (MGO) is responsible for managing and growing a portfolio of major donors in support of CNPS's mission. This role leads the full lifecycle of major gift fundraising gifts of \$5,000 and above with a primary focus on cultivating, soliciting, and stewarding individual donors.

The MGO operates with a high degree of independence in building relationships and executing fundraising strategies, while collaborating closely with the Development Director and Executive Director to advance donor engagement and revenue goals. As part of a growing major gifts program, this role contributes to refining systems, strategies, and best practices to support long-term expansion. CNPS is supported by a large and deeply committed membership, many of whom have maintained relationships with the organization for years or decades. This role offers a unique opportunity to build meaningful philanthropic partnerships within an established network of supporters who are already connected to the mission and impact of CNPS. The MGO is responsible for meeting fundraising goals associated with an assigned portfolio.

### **What You'll Do**

#### **Major Gift Fundraising & Donor Portfolio Management (80%)**

- Manage and grow a portfolio of 75+ major donors and prospects, serving as the primary relationship manager.
- Develop and implement individualized cultivation, solicitation, and stewardship strategies to increase donor engagement and giving over time.

- Make and manage a consistent volume of gift solicitations of \$5,000+ annually, aligned with established performance metrics.
- Achieve annual revenue goals associated with the assigned major donor portfolio.
- Plan, support, and execute donor cultivation opportunities, including small group field trips, special events, and virtual engagements.
- Identify and cultivate midlevel donors with potential and new major gift prospects to build a strong and sustainable donor pipeline.
- Develop compelling donor communications, including proposals, reports, impact updates, and stewardship materials in collaboration with the Development and Communications teams.
- Use CRM to track progress, manage donor portfolios, and report on key performance indicators related to major gifts.
- Analyze portfolio performance and adjust strategies to meet or exceed revenue goals.

### **Collaboration & Program Development (20%)**

- Partner with the Development Director and Executive Director on transformational donors, providing strategy, briefings, prospect research, and follow-through enabling the Executive Director to focus on the highest-impact relationships.
- Advise senior leadership regarding donor interests, cultivation opportunities, and current engagement strategies.
- Participate in long-range donor pipeline planning and revenue forecasting for major gifts fundraising efforts.
- Contribute to the development and refinement of major gifts program processes, tools, and best practices, including integration of Diversity, Equity, Inclusion, and Justice (DEIJ) commitments into donor conversations and materials.
- Participate in team planning and contribute to overall Development team goals.

### **Physical Requirements**

- This role requires prolonged periods of sitting and computer use, along with regular travel for donor engagement.
- Occasional outdoor activities or events may involve uneven terrain.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

### **Additional Information**

- This is a full-time (40-hour week), exempt position.
- Standard working hours are Monday through Friday 8:30 AM to 5 PM.

- Meetings with donors may take place outside these hours, including mornings, evenings, and weekends.
- This is a hybrid role based in Sacramento (CA) that supports remote work while requiring in-office participation for meetings and team activities. Preference will be given to Sacramento or Bay Area-based candidates or to those willing to relocate.
  - We may expand consideration to other California-based candidates only if it becomes necessary to meet our hiring goals
- Regular travel (up to 40%) within California for donor cultivation will be required. Work travel is reimbursed.
- A valid California driver's license is required.

### **What Success Looks Like (First 6-12 Months)**

Within the first year, successful candidates will:

- Build strong working relationships with the Development Director, Executive Director, Board members, and key program staff to support coordinated donor engagement.
- Develop a deep understanding of CNPS's mission, programs, strategic priorities, and funding opportunities.
- Establish trusted relationships with assigned major donors and prospective donors through consistent and meaningful outreach.
- Maintain accurate donor records, engagement plans, and fundraising activities within the CRM.
- Develop and implement individualized cultivation, solicitation, and stewardship strategies for the assigned donor portfolio.
- Build a robust pipeline of qualified major gift prospects by identifying and engaging supporters with increased giving potential.
- Successfully secure new and renewed major gifts in support of annual fundraising goals.
- Contribute to a culture of donor-centered fundraising by strengthening stewardship practices, donor communications, and major gifts systems.
- Help advance a growing major gifts program that deepens philanthropic investment from CNPS's statewide community of members, volunteers, and supporters.

### **Who You Are**

#### **Experience & Background**

- 6 or more years of progressively responsible fundraising experience.
- Demonstrated success personally soliciting and closing gifts of \$5,000+.
- Experience building and managing a portfolio of donors and advancing relationships over time through in-person and virtual engagement.

- Demonstrated ability to collaboratively develop fundraising strategies, manage complex donor relationships, and achieve revenue goals.

### **Communication & Organization**

- Excellent written and verbal communication skills with strong attention to detail.
- Highly organized with the ability to manage multiple donor relationships and priorities simultaneously.
- Experience using CRM systems to plan, manage, and track donor activities.

### **Collaboration & Work Style**

- Self-motivated and able to work independently while staying aligned with team goals.
- Strong collaborator who can effectively partner with staff and volunteer leaders.
- Demonstrates sound judgment, discretion, and a high level of professionalism.

### **Education**

- Bachelor's degree preferred; relevant experience may be substituted on a year-for-year basis.

### **Nice to Have**

While CNPS recognizes that not every individual will exhibit all these characteristics, the successful candidate will possess at least one – and ideally more than one – of the following:

- Certified Fund-Raising Executive (CFRE), fundraising certificate program, or other advanced fundraising training.
- Experience using artificial intelligence tools to support donor research, strategy development, or cultivation activities.
- Experience integrating diversity, equity, inclusion, and justice into fundraising practices.
- Knowledge of, or interest in, California native plants and CNPS's mission.

### **What You'll Get**

- **Compensation:** A starting annual salary between **\$90,160 - \$97,160**. Reflecting CNPS's commitment to competitive, fair, and transparent compensation, we publish the full potential starting pay ranges for new hires and do not negotiate hiring bonuses.
- **Performance Based Compensation Increases:** Employees may receive up to a 3.8% performance-based annual rate increase.
- **Health Insurance:** 100% coverage of employee premiums for health (Kaiser or Anthem), life, dental, and vision insurance.

- **Retirement Plan:** 401(k) plan with up to 6% matching contributions, available immediately upon employment.
- **Flexible Spending Accounts:** Options for a Flexible Spending Account (FSA), Health Savings Account (HSA), Dependent Care Account (DCA), and Transportation Savings Account (TSA).
- **Paid Leave:** 13 holidays, 12 sick/wellness days, and 15 vacation days.
- **Parental Leave:** 12 weeks of supplemental paid parental leave, after one year of employment.
- **Work-from-Home Support:** CNPS-issued laptop, a \$750 home office stipend, and a \$60/month telework stipend.
- **Employee Assistance Program (EAP):** Comprehensive support for employees and their families.
- **Professional Development:** Annual budget of \$500 and 32 hours for professional development opportunities.
- **Team Building:** Attendance at semiannual staff team-building events.
- **Community:** Complimentary CNPS membership.
- **Meaningful Impact:** Join a team where your work genuinely supports the planet – cape optional!

### **To Apply**

To apply, please submit both a cover letter and resume through the [online application portal](#). Be sure to include all relevant professional and personal experiences that align with the position.

**Applications will be accepted through September 10, 2026.**

As part of the application process, you will be asked to answer several questions designed to help us better understand your skills and experience. At CNPS, we use anonymized screening techniques, which redact identifying information from resumes and cover letters during the initial stages of review. Therefore, your responses to the application questions are especially critical. Please provide thorough answers, even if the information is included in your resume or cover letter.

Initial interviews will be conducted over the phone. Panel interviews will be conducted in person in our offices in midtown Sacramento, CA in September 2026. We are targeting an October start date.

For more details about our hiring process, you can review additional information on the application page.

### **Equal Opportunity Policy**

CNPS's policy is to afford equal employment opportunity to all persons, regardless of age, ancestry, color, disability, gender, gender expression, gender identity, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religion, sex, and sexual orientation. This policy demonstrates CNPS's commitment to creating a diverse and inclusive environment that values

different perspectives and fosters belonging. To better understand the demographic profile of applicants, CNPS requests candidates to fill out the volunteer questionnaire that is part of the application form. Your responses will remain confidential, anonymized, and not shared with the hiring committee.