



Position Announcement

Donor Services Coordinator

Our Commitment to People and Equity

We believe redwoods and their interconnected ecosystems should be accessible to all people. We acknowledge historical and systemic inequities—including the forcible removal of Indigenous Peoples from the lands we protect and the historic, systemic exclusion of people of color from land ownership. We envision a day when public spaces feel welcoming and safe for everyone. We align our actions to our commitments by reimagining power structures—ensuring that our leadership is diverse and reflective of the communities we serve. We hire and cultivate people with deep commitments to equity and justice, and we engage the communities most impacted by our decisions in the decision-making process. We are building a comprehensive strategy to bring the *organization's commitment to Diversity, Equity, Inclusion, and Justice (DEIJ)* to life.

About Sempervirens Fund

Sempervirens Fund is California's first land trust. Our community is passionate about protecting and permanently preserving redwood forests in the Santa Cruz mountains and promoting safe, welcome, and inclusive access to parks and public lands. We believe the Santa Cruz mountain region's habitats, waterways, and resiliency are at risk without healthy, connected coast redwood forests. We protect redwood forests in the Amah Mutsun and Muwekma Ohlone Territories. If you believe this too and are motivated to bring a community together around this critical and shared vision, we have the right role for you in our dynamic, collegial, fun, and growing team.

About the Position

Joining Sempervirens Fund as our next Donor Services Coordinator is an opportunity for a highly organized, detail-oriented professional with outstanding interpersonal skills. This position reports to the Manager of Annual Philanthropic Giving and will also work in close collaboration with the Director of Tribute & Legacy Giving, and the Development and Communications teams. The office is based in San Mateo, California, and the fieldwork in San Mateo, Santa Clara, and Santa Cruz Counties. This position requires transportation and is hybrid working remotely, working in the San Mateo office, and working in the field on Sempervirens Fund protected land including some California State Parks.

We Offer:

- A collaborative and supportive team environment
- A work-life balance culture
- Family-friendly policies
- Employer paid medical, dental, vision and life insurance for the employee
- 13 paid holidays per year
- Three weeks of vacation in your first year
- Twelve days of paid sick leave a year
- Employer retirement plan match of 5% of annual salary for the first five years and then 8% after that
- A remote-from-home work environment
- Access to Regus co-working spaces
- Cell phone and home internet stipend
- Professional development

This might be the right job for you if you enjoy:

- Being part of a dynamic, highly motivated fundraising team dedicated to protecting redwoods
- Being the initial point of contact while sharing responsibility for responding to supporter inquiries in a professional and timely manner
- Supporting donor cultivation and stewardship projects and events

- Carrying out all phases of a Tribute dedication from scouting the trees and groves to coordinating the production and installation of signs to maintaining records and creating donor communication materials
- Crafting, building, and launching digital assets for fundraising campaigns
- Database work including imports, exports, queries, reports, maintenance, and gift processing
- Managing volunteers who support your office and fieldwork projects
- Completing administrative tasks required for a well-established organization, including meeting minutes and recording supporter actions
- Providing administrative support for the Development team
- Learning about and incorporating DEIJ strategies into your role

Special Knowledge and Skills

- Superior written and oral communication skills
- Computer proficiency
- Demonstrated understanding and proficiency in database systems
- Able to work on projects with a moderate level of supervision

Competencies

- **Donor Service:** Authentic, friendly, and helpful interpersonal skills to respond, assist, and thank donors.
- **Integrity:** Honoring Sempervirens Fund's mission and policies and the Diversity, Equity, Inclusion, & Justice Strategic Plan, the Donor Bill of Rights, and maintaining a high level of confidentiality
- **Work Standards:** Sets and maintains high performance standards. Pays close attention to detail, accuracy, and completeness. Shows concern for all aspects of the job and follows up on work outputs.
- **Communication:** Able to communicate information and ideas clearly and articulately both in oral and written form. Uses appropriate language, style and methods depending on audience and the purpose of communication. Able to convey complex information clearly. Anticipates the information that others will need.
- **Teamwork:** Actively participates in team. Encourages co-operation and collaboration. Aware of the needs of others and responds flexibly. Shares information and supports other team members.
- **Initiative & Motivation:** Independent and takes ownership of work. Actively looks to learn new things. Generates and applies ideas for improvement. Able to take on a diverse range of tasks equally effectively. Including the workplace (work from home, work in the office, work in the field).
- **Efficiency & Flexibility:** Able to achieve results in a timely way. Sees priorities, plans, and monitors progress against objectives. Anticipates crucial stages in projects. Formulates alternative means of achieving objectives. Responds effectively to unforeseen events.
- **Learning:** Able to pick up and assimilate relevant information quickly and easily. Interest in expanding their knowledge about fund development, redwood protection, and history of the Santa Cruz mountains.
- **Digital Literacy:** Competent and adept at learning, using, and adapting digital tools with creativity, problem-solving, and critical thinking skills.

Qualifications

- Available to travel, typically on day trips. Some weekend and evening work may occasionally be required.
- Valid driver's license and safe driving record.
- Ability to hike trails and uneven terrain.

Position Title:	Donor Services Coordinator
Reports to:	Manager of Annual Philanthropic Giving
Location:	Twice a week at the office in San Mateo, once a month travel to the Santa Cruz mountains, twice a month travel to in-person staff meeting, and remainder optional work from home or co-work from Regus.
Salary Range:	\$57,000-\$62,000 annually
Position Classification	Non-Exempt
If this sounds like the right position for you:	<p>Please email your cover letter (including where you heard about the position) and resume to opportunity@sempervirens.org. with the subject line "(Your Name) – Donor Services Coordinator." Your cover letter should be 500 words or less, and answer these two questions:</p> <ul style="list-style-type: none"> • What competencies do you have that will support your success in this position? • What excites you about this role?
Application Deadline	Materials will be accepted on a rolling basis until October 11 th , 2022 or until filled.