



The Richard Nixon Foundation is a Not For Profit 501(c)3 corporation, located in Yorba Linda, California. The Foundation's mission is to encourage and support study of the life and times of Richard Nixon and promulgate his legacy through its programs and exhibits at the Richard Nixon Presidential Library and Museum in Yorba Linda, California.

Position: Planned Gifts & Strategic Engagement Manager

Status: Full Time, Salary, Exempt

Hours: 35/week

Report To: Sr. VP Development

Planned Gifts & Strategic Engagement Manager

Experienced Development Manager with a demonstrated history of working in the non-profit sector. The right person in this position is an integral member of the RNF team, increasing the efficiency and effectiveness of fundraising operations. This includes identifying and engaging new donors, managing, evaluating, and expanding cultivation opportunities, oversight of various event activities, outreach, and prospect identification. Importantly, this individual will possess the experience and knowledge to implement and manage endowment efforts to provide for new educational programs and capital upgrades at the Richard Nixon Library. In addition, this individual will organize and execute select administrative duties that support the donor giving cycle, from qualification to stewardship.

Qualifications:

- Strong ability to motivate and gain cooperation from a wide range of individuals to meet objectives.
- Excellent written, verbal, and interpersonal communication skills.
- Proven flexibility in a reasonably fast-paced and constantly changing environment.
- Proficient in the use of Microsoft Office suite, Raiser's Edge and/or Altru
- Develop and execute long-range and short-range strategies and plans to identify, cultivate, solicit, and steward new donors. Lead prospect research and develop engagement plans, activities, and correspondence to support interactions with prospects..
- Identifies, builds, and stewards relationships with community, civic and corporate leaders as an integral part of volunteer and donor engagement.
- Assist with all Development operations including administrative support and management of the CM database including CRM updates, and reports.
- Ensures personal accountability for meeting deadlines and responding to volunteers and other department requests.

- Maintain accurate and complete financial records and help ensure that the logistics, budget and timelines are met.
- Assists with event planning and execution as needed
- Supports other fundraising events, chapter activities and programs as assigned.
- Maintains a good understanding of the Richard Nixon Foundation's mission & goals
- Minimum 5 years of experience in nonprofit fundraising, including at least 2 years of endowment experience
- Bachelor's degree required

Working Conditions:

Environment:

- Indoor and outdoor environment.

Physical Demands:

- Sitting, standing, and walking for extended periods.
- Read handwritten documents and other records or reports.
- Some lifting and carrying.
- Dexterity of hands and fingers.
- Hearing and speaking to exchange information in person or on the telephone.
- Reaching overhead, above the shoulders, and horizontally to retrieve and file materials.
- Bending at the waist, kneeling, or crouching.
- Should be able to lift a minimum of 50 pounds.

Please submit cover letter and resume to the Richard Nixon Foundation Vice President of Development, Brenda St. Hilaire at brenda@nixonfoundation.org.