

Position: Donor Engagement Manager

Location: Athol, MA

Date Posted: June 26, 2026

Full-time (36 hours/week), salaried

Mount Grace is an accredited regional land trust serving 23 communities in north central Massachusetts. Headquartered in Athol, MA, we have been working to conserve and steward land since 1986. Our work is rooted in our collaborative, innovative approach to conservation.

We are looking to add a dynamic, enthusiastic member to our team to strengthen our community presence and boost our fundraising capacity. Mount Grace is a proud equal opportunity employer and strives to be an inclusive and diverse organization.

Reporting to the Major Gifts & Grants Manager, this position combines donor engagement, major gifts fundraising, and event coordination. Core responsibilities include organizing outreach and donor cultivation events, serving as a frontline fundraiser and gifts officer, and supporting the development and engagement work of Mount Grace. This position is expected to involve events and meetings that may be scheduled outside of regular business hours.

Key Responsibilities

Fundraising: Work with the Development Team to secure operating, stewardship, and project funds. Serve as lead contact for a portfolio of current and prospective donors as part of the Major Donor Program. Develop and implement cultivation plans for each prospect, involving personalized touchpoints, meetings, and exclusive events. Arrange meaningful interactions between prospects and leadership, program staff, and Board members. Solicit, negotiate, and close gifts in the four- and five-figure range. Maintain consistent engagement to build long-term loyalty and work toward annual fundraising goals established by the Major Gifts & Grants Manager.

Outreach Events: Create and coordinate Mount Grace's annual calendar of outreach events to deepen connections with our members, supporters, and the general public. Work primarily with the Development, Land Justice, and Stewardship Teams to refine

event offerings to engage the whole community. Events may include nature walks, in-person or online talks, pub science events, concerts, recreation activities, and volunteer events.

Donor Cultivation Events: Create and coordinate 6-8 annual events designed to help key supporters connect with the staff, Board, and mission of Mount Grace. These events may include visits to projects in development, farm-to-table dinners, Board member hosted house parties, and presentations by program staff.

Development and Engagement: Support Mount Grace's mission by providing content and feedback for printed and online communications, including the website, newsletter, project and program case statements, and other communications with potential donors and the community.

Essential Job Functions

- Excellent written and verbal communication skills
- Enthusiastic, positive, and responsive approach to interacting with colleagues and community members
- Ability to set priorities and meet deadlines
- Ability to represent Mount Grace while recruiting and cultivating new and current donors
- Appreciation for accuracy
- A creative mind with an ability to suggest improvements
- Ability to work evenings and weekends as needed

Qualifications

- Communications, fundraising, non-profit development, or related experience
- Demonstrated writing ability and experience creating digital and print communications materials
- Demonstrated success building relationships with donors, members, customers, clients, or community stakeholders
- Experience planning and coordinating events

- Desire to share creativity, event planning, and communication skills to support Mount Grace's mission to protect land for the benefit of people and the environment

Compensation

Salary range of \$60,000 to \$85,000 depending on experience.

Mount Grace has a 36-hour work week for full-time staff. Mount Grace offers a collaborative work environment, with hybrid remote/onsite hours, and a commitment to the whole person. There is a competitive benefits package including health insurance, dental insurance, vision insurance, Simple IRA, and five weeks of paid time off per year.

To apply, please send a letter of interest and resume to David Kotker at kotker@mountgrace.org.