

The Salvation Army, an internationally recognized non-profit, faith-based organization, has an opening for a **Major Gifts Manager** for the Houston Area Command, located in Houston, Texas.

Please apply for the job: <https://salvationarmyhouston.org/houston/careers>

Salary Range: \$62,000.00 - \$67,000.00

Job Summary

Plans, develops and manages the Major Gifts Department within the Development Department; coordinates major funding particularly from individuals within the command; provides oversight and/or coordination and preparation of proposals for all requests for major individual funding appropriate to The Salvation Army, seeking out new funding opportunities for Army programs around the command; works directly with the Director of Development and team to develop comprehensive development plans that include the cultivation of major gift resources, multi-year commitment funds and other strategic support in order to generate revenue to support the Area Command.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of personnel and business management, team building and supervision. Knowledge of effective and efficient methods for organizing and maintaining records and ability to perform the same. Knowledge of the principles and practices of fund-raising management. Knowledge of the principles and practices of major gifts administration Knowledge of local, state and federal laws governing fund-raising and taxation. Ability to plan, develop and coordinate programs, meetings and special events related to public relations and fundraising. Ability to plan, develop, implement and evaluate a variety of major gifts fund-raising strategies in order to determine their effectiveness in achieving short and long-range goals. Ability to develop and administer a fund-raising budget. Ability to maintain the security and accountability of donated funds and/or assets. Ability to provide leadership to peers and subordinate development and fund-raising staff. Ability to supervise, lead, motivate, monitor and evaluate employees. Ability to prepare and maintain reports in an accurate, complete and timely manner. Ability to work independently and with limited supervision. Ability to build and maintain effective working relationships with Salvation Army officers, employees, member of advisory organizations and the community. Ability to present a positive and professional image of The Salvation Army.

Education and Experience

Bachelor's degree from an accredited college or university in business administration, marketing, communication, liberal arts, or related field, Or Three years related work experience in fundraising, Or Any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Certifications:** Valid State Driver's License.

Physical Requirements/Working Conditions

Ability to meet attendance requirements. Ability to read, write and communicate the English language effectively. Ability to speak before small and large groups of people. Ability to drive a Salvation Army vehicle or personal vehicle to travel to various locations in order to participate in public meetings, conferences, etc. Ability to work under the pressure of deadlines and time constraints. Ability and willingness to conduct all duties in accordance with the ministry of the organization and its Christian principles; conducts all communications and job duties with the highest level of professionalism and donor care. Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking. Limited amount of physical effort required associated with walking, standing, lifting and carrying light objects (less than 25 lbs.) frequently. **Working Conditions:** Work may be performed in an office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like but not limited to the office environment.

Additional Comments:

All employees recognize The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

To apply, please select the "Apply Now" icon at the bottom of this posting.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled