



Job Title: Major Gifts Officer (Hybrid)

Starting Salary Range: \$70,000-\$87,500

Apply online: www.houstonfoodbank.org/about-us/employment/

POSITION SUMMARY:

The Major Gifts Officer works closely with the Director of Major Gifts to increase the number and revenue of major/planned gifts and assists in the formulation of strategies to solicit operating and programming gifts. The Major Gifts Officer is a frontline fundraiser who is responsible for managing a portfolio of major individual donors/planned gifts and prospects.

Adhere to PACT values. (Purpose: Using our strengths passionately to contribute to our mission. Accountability: Choosing to rise above one's circumstances and demonstrating ownership to achieve results. See It. Own It. Solve It. Do It. Courage: Standing up for what's right and acting. Transparency: Doing things openly and honestly).

ESSENTIAL JOB FUNCTIONS:

1. Develops, grows, and manages a list of current and prospective donors with Major/Planned Gifts, Programs, and Special Projects.
2. Develops and implements strategies to build Major Gifts' donor pipeline.
3. Identifies, qualifies, cultivates, solicits, and stewards identified donors and ensures positive and purposeful donor relations with prospective donors.
4. Participates in all aspects of the gift cycle.
 - Creates appropriate stewardship strategies to maintain ongoing relationships with donors who have made commitments.
 - Initiates and completes donor strategy documents, briefing memos, stewardship/cultivation reports, and other correspondence as necessary.
 - Assures that all donor interactions in the portfolio are recorded in the Houston Food Bank database.
 - Moves potential donors in an appropriate and timely fashion toward solicitation and closure.
 - Makes solicitations when appropriate and at the most strategic level of ask.
 - Maintains stewardship contacts with donors.
5. Contributes to annual fundraising goals by managing an increasingly productive portfolio of individual donors and religious organizations.
6. Responsible for managing a portfolio of individual, corporate, foundation, and religious organization donors.
7. Responsible for raising five-figure gifts and above.
8. Develops an annual plan for the donor portfolio and monitors the annual plan, results, and expenses and modify as necessary.
9. Responsible for developing strategies to re-engage lapsed donors.
10. Responsible for developing cultivation activities and events along with donor communications to assigned donors.
11. Thoroughly understands the Houston Food Bank, its mission and policies, culture, values, history, key stakeholders, programs, and finances.
12. Complies with and meets departmental goals and objectives.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS:

**Education/Experience:**

- Bachelor's degree from an accredited four-year college or university in Business, Public Administration, Liberal Arts, or a closely related field
- A minimum of 5 – 10 years of demonstrated successful experience and effectiveness in individual and corporate major gifts and planned giving fundraising with a focus on prospect identification, relationship building, and solicitation
- Ability and willingness to cultivate high wealth individuals
- Experience securing six-figure gifts preferred
- Experience building donor relationships
- Raiser's Edge experience preferred

Certificates, Licenses, and Registrations:

Must have reliable transportation, a valid driver's license, and insurance.

Certified Fund Raising Executive (CFRE) preferred.

Special Knowledge/Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. (For best performance, the job holder in this position would be expected to show the right knowledge, skills, and abilities in the listed areas.)

- Proficient in Microsoft Office Suite, including but not limited to Excel, Word, PowerPoint, and Outlook
- Knowledge of basic budget procedures
- Ability to work with a diverse population, including the public
- Excellent interpersonal skills with a demonstrated ability to work well with people at all levels
- Excellent writing and oral skills; the ability to understand and translate information intended for audiences with clarity, crispness, and elegance
- Must have excellent listening skills
- Strong time-management skills, organizational skills, self-motivated, proactive
- Ability to work independently with minimum supervision
- Able to work cooperatively and coordinate well with coworkers and other departments
- Strong problem-solving abilities
- Ability to work on and adapt to multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment
- Ability to effectively convey information about Houston Food Bank and respond to questions from staff, partner agencies/schools, donors, community organizations, and the general public
- Ability to reflect an optimistic attitude and convey sensitivity to the needs of donors
- Demonstrate flexibility and perseverance

COMPLIANCE:

Carries out responsibilities in accordance with HFB policies, state, and federal law. Ensure compliance with regulatory, fundraising, and reporting requirements.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability needed. Reasonable accommodation may be made to enable



qualified individuals with disabilities to perform the essential functions. (For best performance, the jobholder in this position would be expected to show the right knowledge, skills, and abilities in the listed areas.)

COMPETENCIES:

Action-Oriented / Customer Focus / Drives for Results / Priority Setting / Managerial Courage Interpersonal Savvy / Creativity / Standing Alone / Time Management / Decision Quality / Self-development / Patience

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of the job, the employee is required daily to analyze and interpret data, communicate, and remain in a standing or stationary position for a significant amount of the workday; and often access, input, and retrieve information from the computer and other office productivity devices. The employee must regularly move about the office and around the facility, use hands, wrists, and fingers to grip, type, and write. The employee must frequently lift 20 pounds. The employee will need to have the average ability to hear horns, warnings, and alerts associated with a warehouse. The employee must occasionally travel to other sites for business.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. While the job is generally performed in an enclosed office environment, the employee is occasionally exposed to wet and/or humid conditions, strong food-related smells, and outside weather conditions. The noise level in the office environment is typically quiet, but the employee will be exposed to loud/elevated noises throughout the workday.

TRAVEL REQUIRED:

Travel is required for this position (up to 20% of the time and on a domestic basis or within our 18-county service area).

This role supports hours of operations at the Houston Food Bank facilities, as necessary, and may require flexibility (e.g., times of disaster, community events, company events).

*Is legally able to work in the United States.