



Job Title: Donor Engagement Officer

Supervisor: Director of Development and Marketing

Position Summary: Increase philanthropic support by leading and conducting strategic efforts to deepen existing donors' relationships with Texas Hearing Institute and secure new donors.

Key Responsibilities:

Stewardship Plan: Collaborate with the Development and Marketing team, program staff, leadership, and volunteers to customize and implement stewardship strategies for individuals, including major gifts, affinity groups, and planned giving to cultivate lasting relationships with donors.

Donor Engagement: Continuously orchestrate donor interactions with board members, trustees, the CEO, the Director of Development, staff members, and you to increase giving levels and secure new donors.

Donor Communications: Create compelling donor-centered communications to thank supporters and keep them informed about the impact of their contributions. Keep the philanthropic community informed about new THI initiatives, breakthroughs, and successes via various communication channels.

Donor Appreciation: Plan and execute donor recognition programs, including exclusive engagements for major donors, longtime supporters, legacy circle members, and corporate sponsors. Ensure organizational support is provided for third-party fundraisers.

Stewardship Management and Evaluation: Maintain detailed records of donor interactions in Raiser's Edge. Ensure donors' information is current and accurate. Track and report on the outcomes of stewardship efforts, adjusting plans accordingly to strengthen donor retention and satisfaction.

Stewardship Marketing: Collaborate with the Development and Marketing team to develop donor-centered communications, including the website, newsletters, social media posts, blogs, video clips, and photographs. Shape and effectively communicate THI's work and vision to assorted donor audiences through various forms of communication.

Board Engagement: Collaborate with current and previous board members and foundation trustees to leverage their networks and support fundraising efforts, including prospect identification, cultivation, and solicitation.

Required Qualifications

- At least five years of fundraising experience with a proven track record of successful fundraising and donor relations.
- Excellent interpersonal skills for fostering strong relationships with donors, volunteers, board members, and other key stakeholders.
- Strategic thinker who can develop and execute effective fundraising strategies to achieve organizational goals.
- Detail-oriented with strong organizational and project management skills.
- Excellent written and verbal communication skills, with a keen eye for detail and ability to articulate our mission.
- Mission-driven work ethic that enables independent and collaborative work.
- Bachelor's degree or a combination of some college and five years of successful development experience.
- Proficiency in CRM systems (Raiser's Edge preferred) and Microsoft Office suite.
- Adept at managing multiple initiatives concurrently.
- Possess a valid driver's license, vehicle, and the ability to drive to meetings.
- Willingness to work evenings and weekends if necessary.

Salary and Benefits

- \$85,000- \$100,000 based on accomplishments and expertise
- The generous benefits package includes 12 paid holidays, 21 PTO days, and health insurance, with supplemental dental, vision, and life insurance options available. Fully vested contributions to a 403(b) retirement plan are provided after one year of employment.

It is the policy of Texas Hearing Institute to provide equal employment opportunities to all qualified applicants for employment and employees in compliance with federal, state, and local laws. This means that Texas Hearing Institute does not discriminate on the basis of a person's race, sex, sexual orientation, color, religion, national origin, age, military and/or veteran status, disability or any other characteristic protected by applicable federal, state, and local laws. This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, training, promotion, termination, layoff, leaves of absence, and compensation.

Application link:

https://easyapply.co/job/donor-engagement-officer-1?rcid=afp_houston