



Position Title	MAJOR GIFT OFFICER
Organization/Business Name	AMAANAH Services
Hiring Manager	Jida Nabulsi
Job Description	
Job Posting & Summary	<p>At AMAANAH Services, our mission is to make a difference in providing support for refugee and immigrant families so everyone can have equal access to opportunities for economic success and social prosperity.</p> <p>We are looking for a Fund Development Guru, a Major Gifts Officer who can help us make Houston Stronger.</p> <p>You will be responsible for securing funds from scratch by identifying, qualifying, cultivating, soliciting and stewarding, prospective, new, and current donors while reporting back on how much funding has been generated on a regular basis. This role will also act as the strategic partner within our organization to promote its objectives.</p> <p>Our Ideal candidate is a philanthropic entrepreneur with experience in donor development, with the ability to work with boards aiming to build a portfolio of major gifts donors.</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. Be well connected in the Houston, TX community. 2. Have a full understanding of the Donor Journey with the ability to cultivate, steward and find new donors. 3. Have the ability to recommend new fund development strategies to increase fundraising goals. 4. Have at least 5 years experience within the nonprofit sector working as a fundraiser or a Major Gifts Officer. <p>Compensation depends on experience</p> <p>To apply, please submit your CV here.</p>
Duties and Responsibilities	RELATIONSHIP MANAGEMENT (55%)

	<ul style="list-style-type: none"> • Build a portfolio of 250 donors and prospects (Major donors, including mid-level donors) through quality, strategic contacts to identify, qualify, cultivate, solicit, and steward donors to successfully close gifts ranging from \$700 to \$5,000 to start. • Develop program sustainability strategies to ensure the financial viability of programs and services. • Analyze data and translate that into targeted segments of revenue growth for the organization. • Generate prospect identification program (prospecting to solicitation). • Act as a primary relationship manager for a large portfolio of individual prospects; playing the lead role in stewardship, move-management, soliciting, and closing mid-level gifts. <i>Note that most of this relationship building will occur via phone and email.</i> <p>CULTIVATION AND STEWARDSHIP (30%)</p> <ul style="list-style-type: none"> • Execute mid-level gift materials, including briefing memos, thank you notes, and stewardship materials. • Develop strategies for mid-level donors, ultimately creating high-level prospects. <p>MONITORING AND REPORTING (15%)</p> <ul style="list-style-type: none"> • Monitor weekly, monthly, quarterly and annual activity to achieve revenue goals. • Creating monthly reports that outline the funding secured. • Ensure that all donors and donor interactions are tracked accurately and that individual gifts are acknowledged in a timely and appropriate manner. • Collaborate with the gift processing team to consistently improve the quality of data in the donor database. • Track and report relationship management activity including identification, qualification, cultivation, solicitation, and stewardship of prospective and current donors. • Broaden philanthropic constituency through the institutionalization of fund-raising best practices • Other duties as assigned.
<p>Competencies</p>	<ul style="list-style-type: none"> • Ability to solve problems and develop individualized strategies that work for different donors.

	<ul style="list-style-type: none"> • Being an active community member within the Houston, Texas area with a large network of potential supporters. • Responsive: Demonstrates the ability to respond with urgency to the needs and requests of others, internally and externally, and ensure a high degree of responsiveness. • Collaborative: Understands the impact of their work on other team members; communicating and collaborating appropriately. • Creative: Demonstrated ability to think strategically and creatively. • Flexible: Willingness and ability to adjust to changing conditions or priorities. • Meeting with other members of the organization to ensure that our objectives align. • A solid understanding of finances and budgeting. • Excellent communication (verbal and written) • Strong presenting and negotiating skills along with an outgoing personality not afraid to pursue cold leads. • Strong interpersonal skills, including the demonstrated ability to work effectively with members of organizational boards, colleagues, business partners, prospects, and community stakeholders. • Friendly, enthusiastic, and positive attitude. • Proficient in Microsoft Office programs
Previous Experience	<ul style="list-style-type: none"> • Mid Level of 5 - 7 years of fundraising/development experience in the nonprofit industry. • Experience in scaling and growing start-up organizations. • Well connected within the Houston Community (has a large local network to be introduced to the organization)
Education	<ul style="list-style-type: none"> • BA Degree in Public Relations, Finance, or related field. Masters Degree Preferred.
Preferred	<ul style="list-style-type: none"> • Certified Fundraising Executive (CFRE) • Experience with marketing tools to develop marketing content. • Marketing experience in creating marketing campaigns through social media and email

Other Information



Sourcing Location	Remote work during COVID. Once staff returns, the location is in HOUSTON TEXAS
Tentative Start Date	AS SOON AS POSSIBLE
Compensation	Salary \$80,000 - \$85,000 (do not disclose to candidates)
Last Update	March 22, 2021