

**Job / Position Title:** Major Gifts Officer  
**Department:** Development  
**Supervisor:** Vice President of Philanthropy  
**Status & Classification:** Full-Time & Exempt  
**Date:** April 2022

**To Apply:** Send cover letter and resume to [mgodevelopment21@gmail.com](mailto:mgodevelopment21@gmail.com)

### Position Summary

Reporting to the Vice President of Philanthropy, the Major Gifts Officer is responsible for generating revenue needed to advance the mission of the organization. Establishing new, upgrading, and managing current major donor relationships is a crucial piece of building our ambitious philanthropic efforts. This role will develop and implement strategies for individual donor identification, outreach, cultivation, solicitation and stewardship. Oversees all individual giving programs for the organization, including donor recognition and stewardship, development and management of leadership giving programs for individual gifts primarily over \$50,000 with special attention to donors who have capacity to grow into donors above \$100,000.

Salary: The salary range for this position is \$100,000-\$120,000 with eligibility for incentives.

### Duties and responsibilities

- Lead the organization's individual giving goals, strategies, and revenue generation.
- Independently manage a portfolio of 100+ prospective donors at various stages of cultivation towards solicitation.
- Create a comprehensive cultivation and solicitation strategy for each donor in the portfolio and directly solicit major gifts.
- Establish and execute strategies through setting the programming and direction of individual giving areas. Conduct analysis and assess performance to identify opportunities and inform the strategic plan.
- Lead and manage one individual giving staff person towards the successful achievement of revenue goals.
- Direct the implementation of national individual giving programs and work collaboratively on national programs that can benefit the organization.
- Regularly review donor trending data to make sure the most effective strategies are being employed.
- Guide the Moves Management process and support the CEO, Vice President of Philanthropy and Development Team in growing their respective portfolios by identifying donors for them to cultivate.
- Ensure the effective use of Salesforce including timely and effective reporting to the management team to increase their abilities to respond to donors.
- Performs other duties as required or assigned.

### Knowledge and Abilities

- Ability to work in a team-based, cross-functional work environment with effective and respectful communication as a top priority.
- Self-motivated, highly organized, team-oriented person with excellent written and communication skills, including the ability to listen effectively.
- Natural relationship-builder who can find and make connections between people's passions and the mission of the organization.

- Ability to work with minimal supervision, to manage multiple priorities, and to work in a deadline driven environment.
- Ability to demonstrate a high level of professional demeanor, communicate and work successfully with a wide variety of constituents including donors, board members, volunteers and consultants to build lasting relationships.
- Ability to demonstrate a high level of integrity, trustworthiness, flexibility, and compassion necessary to address the practicalities of a rapidly growing nonprofit, along with the creativity and persistence required to elicit new thinking and change.
- Strong leadership and relationship building skills.
- Commitment to and a passion for the mission of the organization
- Travel throughout the organization's territory required, up to 30% of the time.
- Adhere to all national performance standards and local policies and procedures.

### Desired Qualifications

- Bachelor's degree in Business, Human Services, Communications or related field.
- Minimum of 7 years of progressive major gift and individual giving experience, including experience cultivating, soliciting, and stewarding individual gifts.
- Minimum of 5 years of team management experience.
- Proven track record in closing five, six, and seven figure gifts.
- Proficiency in Microsoft Office (Word, PowerPoint, Excel) and Salesforce.
- Certified Fundraising Executive (CFRE) certification preferred.

### Working Conditions

This position is based in Houston. All candidates must reside in the Houston region or be willing to relocate. The position requires the individual to work in an office environment in a shared office space. The position may require work outside of a traditional Monday – Friday work week and outside normal business hours; incumbent must be willing to work some nights/weekends.

### **Join Our Team of Inspired People Transforming Lives**

We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the work we do every day.

*We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability and other legally protected characteristics.*

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