

CHILDREN'S MUSEUM HOUSTON

Position: Individual and Major Gifts Manager

Reports to: Director of Development

Status: Full Time Employee

Salary Range: \$70,000-\$85,000 commensurate with experience

SUMMARY OF POSITION

The Individual and Major Gifts Manager is an integral part of the development team, working directly with the Director of Development to grow the individual giving program to meet overall department and organizational revenue goals for Children's Museum Houston and Fort Bend Children's Discovery Center (CMH sister museum located in Sugar Land, TX).

MAJOR DUTIES AND RESPONSIBILITIES

- In partnership with the Executive Director and Director of Development, develops, implements, and evaluates a comprehensive fund development program to cultivate, solicit, and steward current and prospective individuals
- Grow a portfolio of individual donors by identifying, researching and qualifying prospects. Research information concerning financial capability, special interests, giving history, and current connections to CMH and other causes
- Analyzes prospect research with a keen understanding of moves management to steward donors towards major gifts
- Makes direct, face-to-face solicitations
- Supports members of the Board and other volunteers involved in individual and major gift cultivation and solicitation
- Prepares the Executive Director and senior leadership to meet with prospects
- Manages all aspects of giving campaigns including the creative process from copywriting to internal review and analysis of results
- Manage the Museum's annual philanthropic social club, the CREW, including recruiting and soliciting new members, communicating with current members, and planning membership events
- Meets or exceeds on an annual basis established fundraising goals including both renewable gifts and new incremental revenue
- Provides progress reports monthly
- Performs other donor activities as required by Executive Director and Director of Development

EDUCATION REQUIRED

Bachelor's degree

QUALIFICATIONS

- Minimum four years of demonstrated success and increased responsibility in identification, cultivation, solicitation, and stewardship of donors
- Demonstrated ability to close gifts

- Understanding of and experience in applying concepts of Annual Fund, Major Gifts, and Capital Campaigns
- Ability to exercise individual initiative and work with limited supervision
- Ability to multi-task and work quickly and efficiently
- Excellent verbal and written communication skills
- Strong planning, administrative and organizational skills
- Proven ability to work with diverse groups of individuals
- Knowledge of the philanthropic community
- Ability to work on weekends and evenings in special event situations

SKILLS REQUIRED

Strong skills in the primary Microsoft Office programs (Word, Excel, Outlook), and experience with a fund development database (Altru or Raiser's Edge preferred), and publishing software (Microsoft Publisher preferred).

Click here to apply: <https://www.cmhouston.org/careers-and-internships>