



**Holocaust Museum Houston**  
**Major Gift Officer Position**  
**Salary Range \$70,000 - \$90,000**

**Position Summary**

The Major Gift Officer is responsible for the identification, cultivation, and solicitation of individual gifts of \$10,000 and above from Museum friends and new donors. Working within the collaborative environment of the Museum's development team, leadership staff and Board members, the Major Gift Officer will have an annual fundraising goal to support HMH's FY2022 fundraising objectives including the 2022 Endowment Campaign. The Major Gift Officer will collaborate across the Museum to build strong donor relationships. This position reflects the mission, vision and values held by Holocaust Museum Houston. [www.hmh.org](http://www.hmh.org). Salary is commensurate with experience. This position may not have a dedicated office at the Museum.

**Responsibilities**

- Independently manage a portfolio of 150 - 200 prospects through all phases of the giving cycle, from validation and engagement through cultivation, solicitation, gift negotiation, and stewardship.
- Conduct a minimum of 120 prospect meetings annually to cultivate and solicit prospects and close gifts. Complete a minimum of 25 major gifts asks and 15 Endowment conversations annually.
- Responsible for managing communications and follow-up, including maintaining detailed contact reports and phase changes on all prospects in the portfolio.
- Evaluate various gift opportunities and giving vehicles; recommend the most suitable for each donor.
- Interact with other Development staff and Museum Leadership to consult on needs, formulate proposal strategies, and identify potential donors.
- Meet agreed-upon fundraising goals and metrics by identifying and working with major gift prospects through successful gift closings.
- Meet agreed-upon moves management strategies for highest value portfolio prospects identified annually.
- Promote positive donor relations and stewardship.
- Collaborate with the Chief Executive Officer and the Chief Development Officer in the planning and execution of cultivation and solicitation events associated with the major gift program.
- Actively maintain a current body of knowledge about HMH's programs, aspirations, and development priorities.
- Perform additional duties and responsibilities as needed.

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**Minimum Qualifications**

- Bachelor's degree or equivalent in education and experience and a minimum of 5 years of fundraising or related transferable experience required.
- Experience or interest in the Museum's mission.



- Ability to be a persuasive advocate for HMMH's priorities and present information in a clear and compelling manner, both in writing and in person.
- Ability to use current desktop office technologies proficiently and to adapt to and use future technologies.
- Sound judgment, tactful and ability to handle highly confidential information.
- Strong initiative and attention to detail.
- Demonstrated ability to work independently and as part of a team.
- Ability to handle multiple tasks under deadline pressures in a high-volume office.
- Enthusiastic, innovative, and enterprising.

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**Other Requirements**

- Ability and willingness to travel around Houston and regionally.
- Some weekend and evening work hours required.

**To Apply**

Please send resume and cover letter plus three references to [jobs@hmm.org](mailto:jobs@hmm.org).

**TOGETHER WE WILL**

In order to build a more equitable institution, Holocaust Museum Houston strives to integrate diversity, equity, accessibility, and inclusion into our museum practices. The core principles of our Vision, Mission and Public Values statement guide our decision-making, program design, and how we cultivate our leaders. We welcome everyone as we support and engage people and the diverse communities we serve.