

## **Director of Development Major Gifts**

### **SUMMARY**

The Director of Development, Major Gifts is a highly motivated and experienced fundraising professional who will lead the organization's major gift strategy. As a key member of a collaborative and high-performing development team, the Director will cultivate relationships with influential and philanthropic individuals to create meaningful partnerships that support the mission of Communities In Schools of Central Texas. The Director is responsible for stewarding these relationships through a moves management system, securing philanthropic gifts from both new and returning donors.

### **ESSENTIAL FUNCTIONS:**

- In close partnership with the Chief Development Officer (CDO), plan, coordinate, and implement major gift fundraising plan (\$5,000+)
- Manage a tiered portfolio of 75-100 current major donors focusing on solicitations of \$5,000 - \$100,000.
- Lead bi-weekly major gift strategy meetings with the CDO and CEO, providing strategic and practical support to the moves management efforts of other CIS leaders.
- Identify and qualify new major donor prospects through board referrals, community networking, and research.
- Partner with Development Manager to build out a major donor pipeline via well-documented stewardship and qualification process for current leadership giving level donors.
- Develop creative cultivation, solicitation and stewardship strategies.
- Secure event sponsorships and major donor engagement in the annual Food for Thought signature fundraising event.
- Conduct in-person visits with prospects and donors, facilitating gift conversations.
- Draft compelling letters, proposals, and other correspondence.
- Refine and operationalize the moves management system, with an emphasis on building out an effective qualification process.
- Consistently meet monthly major gift Key Performance Indicators (KPIs).
- Maintain accurate records of all interactions with donors in the fundraising software.
- Build and maintain positive relationships with donors, prospects, staff, and board members.
- In conjunction with the CDO, set and meet major gift and other financial revenue goals.
- Represent the agency at community events.
- Participate in fundraising, stewardship, and cultivation events and activities.

- Perform other duties as required by the CDO.

**What we offer:**

CIS offers a competitive salary commensurate with experience in a similar position. The salary range is for this position is **\$6,083/mo - \$8,333/mo**. Salaries are determined by qualifications and relevant experience. New hires are typically brought into the organization at a salary between the range minimum and midpoint depending on experience and in alignment with internal equity.

**Some of our benefits:**

- Generous time off includes 4+ weeks of paid holiday time off and 2 weeks of paid vacation time
- CIS pays for 100% of the employee premium for the base medical insurance plan and we provide subsidy to support coverage for spouse/domestic partner and children
- Dental and vision plans, disability, life insurance, parenting benefits, flexible spending account options
- Professional development
- 403(b) retirement plan with an employer match
- Employee Assistance Program (EAP)
- We offer an inclusive environment where staff are encouraged to bring their whole selves to work every day

**QUALIFICATIONS & EXPERIENCE:**

- Minimum of 8 years of experience with increasing responsibility in non-profit fund development, with an emphasis on relationship-based philanthropy.
- Experience developing and executing a comprehensive major gift strategy.
- Experience operationalizing moves management activities (identification, qualification, cultivation, acquisition, and stewardship).
- Experience providing effective and responsive service to donors, volunteers, and community contacts.
- Experience creating clear and compelling communications in traditional and digital formats.
- Demonstrated cultural humility and experience working with diverse populations.
- Proficiency with Microsoft Office products and experience with Salesforce or a similar

development database.

- Bachelor's Degree in marketing, public affairs, fund development, or a related field preferred.
- CFRE (Certified Fund Raising Executive) preferred.

## **SKILLS**

- Knowledge of effective relationship-based fundraising techniques, including major gift moves management (identification, qualification, cultivation, solicitation and stewardship), annual fund solicitation, and planned giving programs
- Exceptional verbal and written communication skills.
- Outstanding interpersonal and persuasive communication skills.
- Highly developed analytical, strategic thinking, and problem-solving skills.
- Meticulous attention to detail and organizational abilities.
- Demonstrated ability to navigate complex issues
- Ability to prioritize and manage multiple projects, resolve problems and make decisions

## **Specific Job Competencies:**

### **Fundraising Skills:**

- o Demonstrates knowledge of and passion for the agency's mission.
- o Solicits donations/sponsorships from major donors.
- o Develops and maintains strong relationships with potential and current donors.
- o Leads the agency's moves management system effectively.
- o Excels in written and oral presentations.

### **Communication Skills:**

- o Understands the purpose of communication and uses appropriate methods.
- o Displays active listening skills.
- o Responds to communications in a timely manner.
- o Uses discretion when sharing information.
- o Establishes a system for information sharing and follow-up.

### **Public Relations Skills:**

- o Communicates articulately and knowledgeably.
- o Adapts to changing situations and recognizes the implications of actions.
- o Builds relationships and utilizes networks to achieve results.

**Strategic Planning Skills:**

- o Gathers and analyzes information from internal and external environments.
- o Anticipates potential challenges and changes.
- o Uses information to set goals and priorities.
- o Demonstrates leadership in planning efforts.

**Technical Skills:**

- o Demonstrates understanding of donor database software (Salesforce, Raiser's Edge, etc.).
- o Demonstrates competency with Microsoft Office programs.
- o Experience with Canva is a plus.

**DOL STATUS:** Exempt

**EEO CATEGORY:** Sr. Level Officials

**REPORTING STRUCTURE:** This position is supervised by the Chief Development Officer. May supervise interns and/or volunteers.

**SALARY RANGE:** The salary range is for this position is **\$6,083/mo - \$8,333/mo**. *Salaries are based on qualifications and number of years of professional experience relevant to the position.*

*Applications will be accepted until the position is filled.*

**Communities In Schools of Central Texas is an equal-opportunity employer.**

**APPLY HERE:**

<https://phh.tbe.taleo.net/phh01/ats/careers/v2/viewRequisition?org=CISAUSTIN&cws=42&rid=1131>