

Girl Scouts of Central Texas Job Description

Job Title:	Major Gifts Director	FLSA Status:	Exempt/FT
Department:	Fund Development	Reports To:	Chief Development Officer
Location:	Austin	Salary:	\$85,000- \$90,00

Job Purpose: This position's primary responsibility is to play an integral role in the Council's comprehensive major gifts fundraising plan of substantial annual and capacity-building revenue goals.

The Major Gift Director will broaden and deepen support from individual major gift prospects and corporate donors while pursuing substantial annual, capital, and capacity-building revenue goals. The Major Gift Director will execute within an overall fundraising plan and work collaboratively with other development staff members and across departments in executing identification, qualification, cultivation, solicitation, and stewardship activities to support for and engagement with the Council.

This position fuels the organization's capacity to ignite a new spirit of building girls of courage, confidence, and character who make the world a better place.

Essential Functions

- Responsible for a significant fundraising goal and a portfolio of at least 150 mid-range and high-level individual and corporate donors throughout the council's region.
- Working as a member of the Fund Development team to proactively and strategically manage a major gift and planned gifts portfolio, generate a high level of strategic activity and prospect contact to move relationships.
- Expertly communicate about Girl Scout mission, programming, organizational priorities, and impact.
- Secure gifts from individual and corporate donors of a minimum of \$1,000 for the Juliette Low Society and major gift donors of \$5,000+.
- Cultivate and steward donors through in-person visits, emails, mail, phone calls, and video conferencing to maximize donor engagement and support.
- Collaborate with the Chief Development Officer on re-branding strategies, goals and pipeline of the Trefoil Society including communications, events and volunteer opportunities.
- Work as project manager for assigned fundraising events to maximize and ensure an engaging experience for donors, increase the council's brand visibility and secure revenue support from event sponsors.
- Update donor records of assigned portfolio in a timely manner to document activity, information, and proposed next steps that can be leveraged to engage prospects in a manner that reflects their priorities and interests within Blackbaud Raisers Edge CRM.
- Maintain applicable electronic documentation and communication on a timely basis, including tracking gift renewals, Trefoil Society material, department reports, donor strategies, and forecasting when appropriate to execute asks and close gifts.

- Support all Fund Development activities, including special events and community engagements as part of a comprehensive stewardship program.
- Ability to handle confidential information with discretion and integrity.
- Ability to skillfully perform other duties as assigned.

Required Qualifications

- Five or more years of proven experience in securing nonprofit major gifts, annual giving and stewardship experience.
- Prepare personalized proposals for individual donors for major and/or planned gift opportunities.
- Stay current with trends in philanthropy and tax law changes relative to individual contributions.
- Experience in establishing tactics for identifying, qualifying, and cultivating prospective donors.
- Highly collaborative style; positive attitude; commitment to continuous improvement and strong work ethic grounded in honesty and integrity.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and across departments while promoting an environment of inclusivity, respect for cross-departmental processes, staffing and expertise.
- Ability to make a commitment to the philosophy of Girl Scouting, both nationally and locally.
- Capable of maintaining strict confidentiality, integrity, and professionalism at all times but, especially when handling sensitive information.
- Yearly membership in GSUSA is required.
- Must have and maintain a valid TX driver's license, a safe driving record, current vehicle insurance, and reliable transportation to travel within Girl Scouts of Central Texas service area.
- Satisfactory results from a criminal background check.
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Education

Bachelor's degree in psychology, business, marketing, communication or a related field.

Preferred Qualifications

- Four to seven years major fundraising experience with demonstrated success in securing six-figured gifts.
- Demonstrated experience in planned giving.
- Experience in Raisers Edge NXT.

Physical Requirements

- While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to use hands or fingers to handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Capable of lifting up to 30 lbs.
- Capable of viewing computer monitors for long periods.
- Occasional travel for events, training, and other work-related duties.

Environmental Demands

- Continuous indoor activity and exposure to fluorescent light.
- Ability to travel within the council jurisdiction.
- Work some nights and weekends, as needed to support council events.

Important Note: The information contained in this job description is intended to outline the general nature and scope of work being performed by an employee assigned to this position. It is not intended to be construed as a contract, or as an exhaustive list of all responsibilities, duties and capabilities required of a person employed in this capacity. Job descriptions are subject to change at the discretion of the Girl Scouts of Central Texas.

Girl Scouts of Central Texas is an Equal Opportunity Employer.

If you would like to apply for the position, you can visit our website at gsctx.org or go directly to the position:

Major Gifts Director