

MEADOWS  
MENTAL HEALTH  
POLICY INSTITUTE

**Senior Director of Major Gifts**

Fully Remote • TX

**Description**

**\*\*To be considered for the Senior Director of Major Gifts position, you MUST submit a Cover Letter with your application. Paylocity only accepts one attachment. Please include the Cover Letter within your Resume attachment.\*\***

The Meadows Mental Health Policy Institute (Meadows Institute) seeks a Senior Director of Major Gifts to advance the Meadows Institute's mission of accelerating access to mental health care and improving outcomes for people and communities. This position is responsible for building, managing, and growing a sophisticated portfolio of major and principal gift donors and prospects capable of making six- and seven-figure investments. Reporting to the Senior Vice President of Philanthropy, the Senior Director serves as a strategic partner to program leadership, executive leadership, and board members, translating complex, nonpartisan work into compelling philanthropic opportunities. The role requires deep relationship-building expertise, disciplined portfolio management, and the ability to align donor passion with scalable, sustainable impact. The preferred work location for this position is in TX. This position may not be filled or performed in California, Colorado, Connecticut, District of Columbia, Hawaii, Illinois, Maryland, Minnesota, Montana, Nevada, New Jersey, New York, Rhode Island, Vermont, or Washington at this time. Statewide travel (up to 20%) may be required. Some duties may require access to reliable personal transportation.

**Responsibilities:**

***Major Gift Fundraising***

- Manage a portfolio of high-capacity donors and prospects, with a focus on securing six- and seven-figure gifts from individuals and foundations.
- Develop and execute individualized cultivation, solicitation, and stewardship strategies that move donors toward increasingly significant investment.
- Conduct a high volume of meaningful donor interactions each month, including in-person meetings, virtual meetings, and strategic calls.
- Personally solicit major gifts and partner with senior leadership on high-level donor engagement and solicitations.
- Advance donors through the full gift cycle, from qualification and cultivation through solicitation and long-term stewardship.

***Donor Relations & Stewardship***

- Develop compelling, customized proposals, briefings, and presentation materials aligned with donor interests and institutional priorities.
- Provide guidance in the development of comprehensive stewardship plans that clearly demonstrate outcomes, policy influence, and return on philanthropic investment.
- Ensure timely and meaningful acknowledgment of all gifts.

- Help coordinate donor recognition activities, briefings, and events that strengthen long-term donor loyalty and engagement.

### ***Strategy & Planning***

- Design and implement strategic major gifts initiatives aligned with organizational priorities and revenue goals.
- Maintain accurate, up-to-date records in the donor database (Salesforce), ensuring strong pipeline management, forecasting, and accountability.
- Prepare regular reports on portfolio activity, donor engagement, progress toward goals, and revenue projections for senior leadership.

### ***Collaboration & Leadership***

- Partner closely with program staff to connect donors to the Meadows Institute's work, outcomes, and long-term vision.
- Collaborate with communications and marketing teams to develop donor-facing materials that clearly articulate impact and urgency.
- Provide guidance, training, and support to board members and volunteers engaged in major gift fundraising.
- Represent the Meadows Institute at donor events, conferences, and community engagements, serving as an ambassador for the mission and values.
- Demonstrated ability to collaborate across multidisciplinary teams, exercising sound judgment and discretion while advancing shared institutional goals.
- Other duties as assigned.

### **Requirements**

#### **Required Qualifications:**

- Bachelor's degree required.
- Minimum 6 – 8 years of progressive experience in major gifts fundraising, with demonstrated success in securing six and seven-figure gifts.
- Proven track record of meeting or exceeding ambitious fundraising goals.
- Experience managing a significant portfolio of major donor prospects, particularly foundations.
- Experience working with high-net-worth individuals and foundations.
- Strong understanding of donor cultivation cycles and relationship-based fundraising.
- Excellent written and verbal communication skills, with demonstrated ability to synthesize complex policy and programmatic work into clear, persuasive philanthropic narratives.
- Outstanding interpersonal skills and ability to build relationships with diverse constituencies.
- Strategic thinker with strong analytical and problem-solving abilities.
- Proficiency with donor database systems (Salesforce).
- Ability to work independently while also functioning as an effective team member.
- Willingness to travel regularly (up to 30%) and work occasional evenings and weekends.

#### **Preferred Qualifications:**

- Experience in healthcare, mental health, public health, or policy-related fundraising.
- Knowledge of Texas philanthropy and donor landscape.

MEADOWS MENTAL HEALTH POLICY INSTITUTE

T (972) 884-4660

3003 Swiss Avenue, Dallas, Texas 75204

mmhpi.org

**Salary Range: \$115,000 - \$135,000**

**Eligibility Requirements:**

The preferred work location for this position is in Texas. This position may not be filled or performed in California, Colorado, Connecticut, District of Columbia, Hawaii, Illinois, Maryland, Minnesota, Montana, Nevada, New Jersey, New York, Rhode Island, Vermont, or Washington at this time. Relocation assistance not available. Successful candidates must show proof of eligibility to work in the United States.

**About Meadows Mental Health Policy Institute:**

The Meadows Mental Health Policy Institute is a data-driven, nonpartisan, nonprofit organization that supports the implementation of policies and programs that help Texans obtain effective, efficient mental health care when and where they need it. The Meadows Institute's vision is for Texas to be the national leader in treating all people with mental health needs. For more information about the Meadows Institute, please visit: [www.mmhpi.org](http://www.mmhpi.org).

*The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.*

**[Link to Apply](#)**

<https://recruiting.paylocity.com/Recruiting/Jobs/Apply/3867142>

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