

Major Gifts Officer

**Location:** In-person / CIST Administrative Office / Austin, Texas

**Employment Type:** Full-Time, Exempt

**Reports to:** Chief Development Officer

**Supervises:** This position does not supervise

**Starting Salary:** \$6,666.67/month (\$80,000.00/ year) (Contingent on experience)

About Communities In Schools

Rooted in community for over 40 years, Communities In Schools of Central Texas (CISCT) is a sophisticated 501(c)(3) nonprofit organization in Austin, Texas. **Communities In Schools (CIS)** is a national organization that ensures every student has what they need to realize their full potential in school and beyond. At CISCT, our mission is simple: surround students with a community of support, empowering them to stay in school and achieve in life.

Communities In Schools believes brand is not just how we look or sound. Brand is **trust, credibility, and belief**. It is how families find us, how funders decide to invest, how staff stay aligned, and how a community rallies around students.

Today, CISCT serves more than 76,000 students across nine school districts in Central Texas through evidence-based programs focused on integrated student supports, mental health and wellness, postsecondary success, and student belonging. With an annual operating budget of approximately \$22 million, including more than \$10 million in philanthropic support, CISCT is one of the largest and most respected youth-serving nonprofits in Central Texas.

As public schools face increasing financial pressures and student needs continue to grow, Major Gift plays an increasingly important role in ensuring students remain connected to the resources, relationships, and opportunities they need to thrive. The Philanthropy Advisor, Major Gifts joins CISCT at a pivotal moment, helping to strengthen and sustain community investment in students and schools across Central Texas.

Position Summary

The **Major Gifts Officer (internally known as Philanthropy Advisor, Major Gifts)** is a highly motivated fundraising professional responsible for building and managing relationships with current and prospective major donors to advance the mission of Communities In

Schools of Central Texas. Working in close partnership with the Chief Development Officer (CDO), CEO, and volunteer leaders, the Philanthropy Advisor, Major Gifts cultivates, solicits, and stewards philanthropic investments that support student success across Central Texas.

In addition to managing an assigned portfolio of major donors and prospects, the Philanthropy Advisor, Major Gifts serves as a key partner in advancing select strategic donor relationships managed by executive leadership. This position helps coordinate donor engagement strategies, prepare executive leaders for donor interactions, and ensure consistent follow-through on key opportunities.

Success in this role requires a relationship-centered fundraiser who is highly organized, proactive, accountable, and comfortable working both independently and collaboratively to move donor relationships forward.

What You'll Do

### **Major Donor Portfolio Management**

- Manage a robust portfolio of major donors and prospects, developing and executing individualized strategies that advance relationships and achieve fundraising goals.
- Maintain an active schedule of donor engagement activities, including meetings, outreach, proposals, and follow-up, to achieve fundraising and relationship-building goals.
- Secure major gifts and multi-year commitments through donor engagement, proposal development, solicitation, and stewardship activities.
- Build and maintain strong relationships with donors, prospects, board members, volunteers, staff, and community partners.

### **Executive Portfolio Support**

- Partner closely with the CEO and Chief Development Officer to advance strategic donor relationships and key funding opportunities.
- Coordinate the organization's major donor review process, including preparing donor strategy recommendations, briefing materials, meeting agendas, and follow-up plans to support effective donor engagement by executive leadership and volunteer leaders.
- Ensure donor opportunities, commitments, and next steps are documented, coordinated, and advanced in a timely manner.

## **Pipeline Development & Prospect Management**

- Identify, qualify, and cultivate new major donor prospects through research, relationship mapping, community engagement, board referrals, and existing donor networks.
- Partner with the Leadership Giving Manager to develop and strengthen the pipeline of future major donors.

## **Operations & Accountability**

- Maintain accurate donor records, engagement activities, proposals, and fundraising outcomes in Salesforce.
- Monitor portfolio performance and fundraising progress, contribute recommendations regarding donor engagement strategies and priorities, and consistently meet established activity and revenue goals.
- Complete assigned deliverables accurately and on time while proactively communicating challenges, opportunities, and support needs.
- Participate in fundraising, stewardship, cultivation, and community engagement events and perform other duties as assigned by the Chief Development Officer.

## **What You Bring**

- 5+ years of experience in relationship-based fundraising or related field
- Demonstrated success building and managing relationships that result in financial investment.
- Experience managing donor portfolios and advancing relationships through a structured engagement process.
- Demonstrated ability to manage multiple priorities, meet deadlines, and follow through on commitments with minimal supervision.
- Strong organizational and project management skills, including the ability to coordinate multiple donor strategies and activities simultaneously.

- Experience creating clear and compelling written communications and presentations.
- Demonstrated cultural humility and experience working with diverse populations.
- Proficiency with Microsoft Office products and experience with Salesforce or a similar CRM.
- Bachelor's degree preferred.
- CFRE preferred but not required.

## **KEY COMPETENCIES**

- Relationship Building & Donor Engagement
- Portfolio Management & Moves Management Discipline
- Initiative & Accountability
- Written & Verbal Communication
- Project Management & Follow-Through
- Strategic Thinking & Problem Solving
- Collaboration & Teamwork
- Attention to Detail

## Why Join CIS?

- **Mission-driven work** – Be part of a team that changes the trajectory of students' lives.
- **Professional growth** – Ongoing training, supervision, and career pathways into director-level roles.
- **Community impact** – Build partnerships that extend beyond the classroom.
- **Generous paid time off:** 4+ weeks of holidays, 2 weeks of vacation time, personal days and sick days

- **Comprehensive Health Coverage:** 100% employer-paid employee medical plan available, plus family subsidies, dental, vision, life, disability insurance, and 403(b) retirement plan with employer match
- **Community-centered culture** focused on impact, growth, and connection

**Communities In Schools of Central Texas is proud to be an equal opportunity employer.**

Join a mission-driven team making a difference across Central Texas. Learn more and apply here:

<https://phh.tbe.taleo.net/phh01/ats/careers/v2/viewRequisition?org=CISAUSTIN&cws=42&rid=1326>