



Major Gifts Officer - Mission Plaza

Full Time, Senior Management

Austin, TX

Salary: \$100,000.00 Annually

Foundation Communities seeks an energetic self-starter who can lead our major gifts program to the next level. The ideal candidate is a dynamic strategist, with a history of raising multiple six- to seven-figure major gifts and managing a large portfolio. Someone who is highly comfortable with written and verbal communications. The Major Gifts Officer will manage several initiatives, while simultaneously collaborating across external and internal relationships with donors and the programmatic staff.

Key Responsibilities

- Leads FC's Major Gifts Program, in collaboration with Chief Revenue Officer and Fundraisers.
- Plan, develop, and execute high-level strategies for increasing major giving, along with a complementary strategy to recognize and engage these donors.
- Manage Major Gifts portfolios including ED, CRO, Fundraisers, Corporate & Volunteer Engagement
- Manage robust donor portfolio, including Individual, Corporate and Foundation relationships.
- Lead, plan and execute donor engagement strategies for major donors and prospects.
- Lead, plan and execute community-facing public events including press conferences and other special activities.
- Participate in proposal preparation, strategy development, and stewardship as required for donors across the portfolio.
- Grow the donor pipeline working with supporters and donors on programmatic events, personal visits, phone calls and stewardship.
- Continually review and optimize data management processes to improve methods for moving people along our continuum of engagement.
- Working alongside the Director of IGE, provides high-level collaboration and participation in projects and initiatives of the Fundraising Teams.
- Plays a key role in supporter recruitment and engagement at IGE introductory, cultivation and the annual Welcome Home events.

- Plays a key role in development and execution of donor cultivation and moves management, prospecting and feeding our giving pipeline to major donor level engagement.
- Actively participates in organization's programmatic and staff activities and committees, contributing to the broader strategic initiatives of the organization.

Team Leadership and Cross Departmental Collaboration

- Actively participates in and supports External Engagement Team priorities including planning and execution of CVET activities and Grants engagement needs.
- Fosters strong relationships with program directors and all accounting, real estate development, property, asset management and program teams.

Qualifications & Experience

- 6+ years of experience in individual donor engagement and events management, with 2+ years in a leadership role.
- Demonstrated success prospecting, identifying, securing and managing five-to-seven figure gift donors, relationship cultivation and stewardship.
- Experience developing fundraising strategies and overseeing a high-volume portfolio.

Skills & Competencies

- Exceptional interpersonal and communication skills, with the ability to manage high volume of relationship details.
- Excellent project management skills, with the ability to execute multiple projects and deadlines simultaneously.
- Strong writing, editing, research, and storytelling abilities.
- Collaborative leadership style with the ability to work effectively across departments.
- High degree of organization, accuracy, and attention to detail.
- Proficiency with Microsoft Office applications, fundraising CRM platforms and budget management.

Preferred Qualifications

- Experience working within organizations providing affordable housing, supportive services, or education and financial stability programs.
- Commitment to Foundation Communities' mission, values, and commitment to equity.

Working Conditions

- Full time, in-person, exempt position based in Austin, TX.
- Occasional evening or weekend work may be required for donor engagements and events.
- In-office and on-location environments. Work is primarily indoors but can require standing and walking for up to 50% of a workday when making visits or for events. Lifting up to 25 pounds can be expected.
- Personal transportation is required for travel needed between property locations and to meet with supporters and prospects.

Compensation

\$100,000 Annual

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor.

Foundation Communities provides an excellent benefits package including employer paid health benefits, 401(k) investment opportunity, Employee Assistance Program, paid vacation, holiday, and sick time.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.

To learn more and apply, please visit:

<https://foundcom.org/about/job-opportunities/>

