

CHILDREN AT RISK (CAR)

Major Gifts Officer

A vital member of a dynamic, statewide fundraising team, the Major Gifts officer is responsible for strategically planning and implementing our major and annual giving fundraising efforts by identifying, cultivating, and soliciting donors and prospects. Other responsibilities include monitoring and analyzing annual fund progress, planning and implementing donor communication and awareness of involvement opportunities, organizing donor events, and communicating the overall CAR story of impact. The Major Gifts Officer reports to the Chief Development Officer and plans and executes the ongoing giving plan with an emphasis on individual donors and prospects targeted to give major gifts of \$5,000 or more to the organization.

This position will manage fundraising strategies such as home events, engagements at program, external and virtual events as well as individualized stewardship. The Major Gifts Officer will work with a high degree of independence, keeping the CDO, CEO and other leaders informed of the landscape, complementary initiatives and strategies, and any unanticipated issues that may arise, together with potential solutions.

General Responsibilities and Essential Functions:

- Create and manage one-on-one meetings with high net worth individual donors and prospective donors.
- Research the donor landscape, communicate findings regularly, and develop strategies for targeted and differentiated approaches to engaging prospective donors and stewarding them through a 'moves management' cycle.
- Develop and organize friend-raiser and fund-raiser events, with complementary strategies for donor development and conversion.
- Communicate clearly with a compelling voice aligned to the organization's mission and brand.
- In collaboration with the CAR team, design and write pitch and cultivation materials for distribution online and in print - including video narratives, PowerPoint presentations, and printed materials.
- Contribute to publishing and editing a quarterly Development newsletter for current and future donors as well as an internal audience, including the Board of Directors and Senior Management.

Major Gifts Key Responsibilities:

- Manage a caseload of 125+ statewide donors.
- Create individual goals for each person on his or her caseload based on the donor's history of giving and the organization's knowledge of that donor's potential.
- Create a plan for each donor that will serve as a foundational communication and marketing plan for each person on the caseload. Execute that plan on a timely basis so individuals on the caseload are retained and upgraded.
- Work with program and the communications teams to gain project and budget information, to create proposals and asks for persons on the caseload to secure gifts.
- Report regularly to CDO regarding caseload activity and performance.
- Perform other major donor activities as may be required including press conferences and CAR events.

- Work collaboratively with other team members to identify, cultivate, solicit, & steward annual individual and major gift donors.
- Regularly document interactions (touchpoints) with prospects and donors to record all efforts in the database.

Qualifications:

- 'Major Donor' experience is essential. Background in development, high net worth sales, private banking, or strategic public relations is preferred.
- Broad knowledge of the principles and practices of individual donor development and major gift fundraising.
- Must be well organized, detail-oriented and have proven experience in all aspects of prospect identification, moves management, and effective solicitation.
- Must be able to prioritize multiple assignments and handle complex tasks in a fast-paced environment.
- Strong negotiating and persuasion skills.
- Demonstrated proficiency in writing and strong communications skills. In particular, a candidate should be comfortable with public speaking, be able to represent CAR in a variety of settings and possess exceptional strength in the area of donor relations.
- Ability to understand the needs and interests of major gift donors in order to develop relationships between them and the short and long-term goals and priorities of CAR.
- Adheres to the highest ethical standards, demonstrates an empathetic disposition and perseverance; uses discretion and good judgment; reflects an optimistic and positive attitude, and conveys sensitivity to needs of the donors.
- Excellent interpersonal skills and a demonstrated record of completing assignments.
- 2-3 years of project management experience and a record of strong and creative problem-solving.
- Ability to build strong relationships with various types of people, including senior leaders inside and outside the organization.
- High level of initiative, creativity and energy.
- Ability to work independently and as part of a team, under deadlines, without close supervision; self-direction in the initiation, coordination and completion of tasks, acute attention to detail is essential.
- Knowledge of MS Office, Google docs, and productivity software (including but not limited to word processing, spreadsheet, database, and email).
- Ability to motivate peers to meet ambitious goals.
- The ability to thoughtfully handle problems and changes as they occur, and follow through on all aspects of the position.
- Willingness and ability to travel within Texas (percent of time spent on travel will depend on location of applicant); ability to work some weekends and evenings.
- Bachelor's degree required.
- Special consideration given to diverse candidates who represent the communities and children that we serve.

About CHILDREN AT RISK

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of children through research, public policy analysis, community education, and collaboration. Our focus is on the whole child with significant work in ending child trafficking, strengthening public education, and increasing access to and use of federally funded meal programs. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children. The position offers a competitive compensation and benefits package. Interested candidates should submit a letter of application, resume, and a list of three references via e-mail to **Tom Moore**, TRMSearch@msn.com. Please include the words "Major Gifts Officer" in the subject line. The application deadline is rolling with applications being reviewed upon receipt.

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color,

race, ethnicity or creed. We strongly seek candidates that believe in our mission and represent the diverse community and children that we serve.

CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.