



FAMILY LEGACY

Live transformed.

JOB DESCRIPTION

1. General Job Title: Major Gift Officer **3. Classification:** Exempt **5. Reports to:** Sr. VP of Development

2. Division/location: Houston, TX **4. Position Type:** Full-Time Remote **6. Revised Date:** 1/04/2022

6. Basic Function and Scope of Responsibilities: The Major Gift Officer has the responsibility for assuring the successful achievement of Family Legacy's fundraising goals each year. The Major Gift Officer will have primary responsibility for building relationships and the development of an assigned major gift portfolio. The Major Gift Officer will work in collaboration with the Development Team, Sponsorships Team, Senior Leadership and Board members to engage and solicit major gifts to meet annual major gift revenue goals.

7. Principal Responsibilities:

- Represent Family Legacy in a positive, pleasant manner by always providing excellent customer service. Serves as a role model and adheres to Standards of Behaviors. Handles requests and concerns in a friendly, fair and impartial manner. Supports the Ministry's mission, vision and values.
- Uphold the integrity of the organization at all times, working collaboratively with colleagues and volunteers to ensure its smooth operation.
- Build and manage a portfolio of approximately 150-200 prospective and current donors in Houston Texas and surrounding area, creating and following a specific communication/solicitation plan (with goal) for each donor and striving to develop strong and lasting relationships with them as well as requesting their help as Hosts and Participants in event marketing opportunities for Sponsorship Acquisition, Meal and School Supply Packing events, Camp Life recruitment and other promotional activities.
- Participate as a Family Legacy Host at various events primarily in the Houston area, and on occasion in SA and Austin area such as Meal and School Packing Events, NextGen Events, Camp Life and Mission Trip events, many of which are held during weekend and evening hours.
- Identify donor philanthropic interests, share giving opportunities that align with Family Legacy's funding priorities, present proposals, and close gifts.
- Identify and pursue opportunities to upgrade current donors to higher levels of giving, recover support from lapsed donors, and acquire new donors.
- Establish and work to meet annual goals for the major gifts program in general and help shape overall strategies to continually increase major gifts revenue by analyzing donor data and giving trends.
- Measure outreach efforts using standard metrics with the minimum goals/expectations: Plan and conduct and record no less than 12-15 face-to-face donor meetings each month. Conduct and record in Family Legacy's fundraising database an average of 10-15 meaningful calls per week.
- Work with Development Team to develop the overall donor stewardship effort, engaging staff, board members, and volunteers as appropriate.
- Advise and prepare senior staff and board members who may participate in fundraising efforts. Includes defining objectives for donor meetings, writing talking points, creating proposals, writing correspondence, and organizing collateral materials as needed.
- Assist in corporate sponsor and grant solicitation.
- Assist in Sponsorship communication efforts.
- Utilize Family Legacy's fundraising database to maintain accurate and timely records of all interactions with donors and to track gift asks/pledges/receivables/receipts.
- Prepare documentation/reporting required by donors and arrange for recognition as appropriate.

8. Education Requirements:

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| <input type="checkbox"/> High School Diploma or GED | <input checked="" type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Vocational School or some college courses | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree |

9. Training, Skills, Knowledge and/or Experience:

- Ability to utilize prospect management guidelines set forth by the department and implement tactical strategies set in conjunction with the President/CEO and Chief Operating Officer.
- Manage systems and software to track and cultivate donors and prospects.
- Create and implement moves management plans.
- Track and report progress using specific metrics.
- Ability to articulate, both written and orally, a compelling case for major philanthropic support for Family Legacy's programs and present objectives persuasively to potential donors.
- Responsible for assuring that pertinent information and contacts for assigned prospects are properly recorded in database.
- Ability to maintain high level of confidentiality
- Must possess initiative, leadership, creative energy, well-refined organizational skills, and proven expertise as a fundraiser.
- Knowledge of fundraising practices utilized in engaging high net worth individuals.
- Proven ability to build positive working relationships and influence individuals at all levels by being knowledgeable and credible.
- Ability to meet frequent deadlines and work well under pressure.
- This position requires the willingness and ability to frequently travel, as well as the ability to work some evenings and weekends.
- Perform other job-related duties as assigned

10. Supervisory Responsibility:

- No supervisory responsibility
- Provides guidance, leadership, or training to other employees or volunteers (no direct supervision)
- Directly responsible for supervising non-exempt, clerical, office administrative personnel or volunteers
- Directly responsible for supervising exempt, professional, technical employees or volunteers
- Directly responsible for supervising supervisory/managerial employees or volunteers

11. Working Conditions:

Physical surroundings: Remote

Adverse working environment While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

Physical Effort:

- Occasionally lift and/or move up to 25 pounds.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. Family Legacy Missions International, reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Apply here: <https://www.ziprecruiter.com/candidate/search?search=major+gift+officer&location=Houston%2C+TX>

