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| <b>Job Title</b>        | Director of Philanthropy & Major Gifts  |
| <b>Employer/ Agency</b> | Houston Area Women’s Center   |
| <b>Job Description</b>  | <p>The Director of Philanthropy and Major Gifts is a new position at the Houston Area Women’s Center that will support the Philanthropy arm of the Advancement and Public Strategies team. The position is essential to our growth and sustainability, as it involves building our donor base, securing funding, and developing relationships to advance our mission. Under the guidance of the Vice President of Philanthropy, the Director is responsible for the implementation and assessment of HAWC fundraising and individual donor efforts, to support the agency’s overall revenue generation. The Director will have a passion for discerning the impact donors want to make with their giving and finding how that aligns with the work we do to build a safer community. Survivors are at the heart of HAWC, and we need a passionate and experienced development director to help inspire past, current, and new donors to support the mission.</p> <p>The Director will be responsible for the prospecting, cultivation, solicitation, and stewardship efforts for individual donors through fundraising campaigns, events, and programs. This position is responsive to the evolving organizational needs, priorities, and key stakeholders using data-driven proven practices and metrics, and responsible for resource management.</p> <p>This position will collaborate with other departments and organizational stakeholders to achieve key strategic objectives and will ensure all aspects of the department administration, including data management, are maintained. The Director of Philanthropy &amp; Major Gifts is part of the agency’s Senior Leadership Team</p> <p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>▪ Partner with the Chief Advancement and Public Strategies Officer (CAPSO) to develop strategic plans to support visibility, awareness, and revenue goals.</li> <li>▪ Work closely with VP of Philanthropy to build out major gift strategy for the next 1-3 years.</li> </ul> <p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>▪ Work under the guidance of the Vice President of Philanthropy to manage portfolio of 150 assigned major donors (individuals, families, and family foundations) with minimum annual giving potential of \$10,000 through pipeline prospecting, cultivation, solicitation, and stewardship actions.</li> <li>▪ Relate and respond to the needs and interests of major donors and members of philanthropic groups by being part of the frontline contact team for donating to HAWC.</li> <li>▪ Track and secure \$1M in individual philanthropic funds for organization while ensuring gifts are accurately entered in fundraising database.</li> <li>▪ Successful track record in securing 5 and 6 figure gifts from individuals.</li> <li>▪ Support donor retention and recapture while increasing donors’ level of giving and involvement.</li> <li>▪ Work as one of key points of contact and relationship manager for donors coordinating and leading in-person meetings, tours, and site visits to educate donors on HAWC.</li> <li>▪ Participate in ongoing professional development and networking opportunities.</li> <li>▪ Maintain integrity, security, and accuracy of assigned donor data in donor database.</li> </ul> |

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|                       | <p><b>Planned Giving</b></p> <ul style="list-style-type: none"> <li>▪ Manage information and strategies pertaining to all aspects of planned giving, including timely and accurate documentation of conversations and contacts with donors, volunteers, board members, financial professionals, etc.</li> </ul> <p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>▪ Work with Advancement and Public Strategies team on special events and campaigns throughout the year with public speaking as needed.</li> <li>▪ Serves internal and external contacts in a timely, courteous manner, following up until needs are met.</li> <li>▪ Track all assigned donor notes, actions, relationships, communications, interests, demographics, motivations, and attributes in fundraising and volunteer databases in collaboration with Development Operations.</li> <li>▪ Other duties as assigned.</li> </ul> <p><b>Team Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Ability to review the work product of others to ensure conformance standards and frequently provide constructive feedback, when appropriate.</li> <li>▪ Support and coach managers in tactical/day-to-day oversight of volunteers, fundraising, donor relations, etc.</li> <li>▪ Share and institute regular training and professional development opportunities.</li> <li>▪ Maintain a strong knowledge of Houston Area Women’s Center programs and services.</li> </ul> <p><b>Department Administration</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all development and fundraising applications, software subscriptions, department vendors, and data are tracked and managed.</li> <li>▪ Create a reliable system to manage HAWC fundraising and operations equipment and supplies.</li> <li>▪ Ensure all distribution lists are updated and managed.</li> <li>▪ Lead the planning of internal meetings and work sessions</li> </ul> |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>▪ A Bachelor's degree or 5 years of additional directly related experience in lieu of education.</li> <li>▪ 5-8 years of progressive experience in fundraising, development and/or advancement</li> <li>▪ A minimum of 5 years of experience working with a direct service agency</li> <li>▪ Solid knowledge and understanding of Houston’s philanthropic community, including individual and family foundations.</li> <li>▪ A strong working knowledge of the major gift area, including securing multi-year commitments; sales management and campaign experience is highly desirable.</li> <li>▪ Intermediate proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook, and Teams).</li> <li>▪ Computer savvy, able to learn new systems and applications quickly.</li> <li>▪ CFRE preferred.</li> </ul>  |
| <b>Salary/Hours</b>   | <p><b>Your Schedule:</b></p> <ul style="list-style-type: none"> <li>▪ Monday- Friday 8:30 a.m. – 5:30 p.m. or 9:00 a.m. – 6:00 p.m.</li> <li>▪ Flexibility to work evenings and weekends as needed.</li> <li>▪ Hybrid position with planned days in office.</li> </ul>   |



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|                           | <p><b>Local Travel:</b> Up to 60% to Houston-area meetings, strategic partners, etc. There may be potential for travel outside Houston in the future dependent on donor location.</p> <p><b>Our Total Compensation Package:</b></p> <ul style="list-style-type: none"> <li>▪ Annual Compensation: \$115,000.00</li> <li>▪ Pay schedule semi-monthly</li> <li>▪ Medical, Dental, Vision, Life and Disability Insurance Programs</li> <li>▪ Generous Paid time Off- 11 paid holidays per year, 3 personal holidays per year, 15 paid Vacation days per year, approx. 7 hours per month of accrued Sick days</li> <li>▪ 401K the agency matches 125% of employee contributions up to 4% of the annual salary of a full-time employee</li> <li>▪ Employee Assistance Program</li> </ul> |
| <b>City, State, Zip</b>   | Houston, TX   |
| <b>Application Method</b> | <p>Apply Here:</p> <p><a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=208448&amp;clientkey=375885033217726F70F9776A0B3CFE54">https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=208448&amp;clientkey=375885033217726F70F9776A0B3CFE54</a></p>   |
| <b>Opening Date</b>       | Immediately   |

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