Major Gifts Officer

Job Description
The Citizens Foundation, USA (TCF-USA) is looking for a reliable Major Gifts Officer who will oversee all the major gifts with focus on fundraising, stewardship of existing donors, soliciting new gifts, developing strategies to enhance donor engagement, etc. This role has assigned targets of fundraising. The role of Major Gifts Officer reports into the Development Director.

Responsibilities
- Planning and leading the major-giving program including planned and estate gifts giving
- Researching major-gift donor prospects
- Growing relationships and staying connected with major-gift donors on a regular basis
- Developing a donor solicitation strategy for major-gift including planned giving prospects
- Designing and operating a donor stewardship program, ensuring donor acknowledgment
- Tracking and assessing major-gift fundraising KPI
- Drafting major-gift proposal documents
- Conducting outreach and information sessions to cultivate prospect donors and volunteers
- Using major-giving fundraising and marketing tools
- Working collaboratively with board members, chapter leaders, and staff on fundraising
- Track naming opportunities and plan for appropriate donor recognition opportunities

Qualification and Skills
- Proven experience in sales for at least 8-10 years, experience as a Gifts Officer in non-profit sector would be preferred.
- BS/MA degree
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and key stakeholders and build long-term relationships
- Exceptional planning skills; goal, results and detail-oriented with the ability to set and meet deadlines
- Knowledge of customer relationship management (CRM) systems preferred

Travel and Availability Requirement: Frequent travelling is required. This position may require availability after hours and weekends for events and meetings.

Job Type: Full-time

Salary Range: $60,000 - $75,000

Location: Houston