



Job Description Individual Giving Officer

POSITION SUMMARY

The mission of Communities In Schools of Houston is to surround students with a community of support, empowering them to stay in school and achieve in life. Because CIS believes in the power of relationships, we provide full-time, on-campus integrated student supports that empower students to succeed in school and achieve in life.

As a member of the Development Team, implement a focused major gifts development plan with the goals of cultivating relationships, stewarding donors and soliciting \$5,000+ gifts from major donors and prospects (primarily individuals). This position will be supervised by the Director of Development. This position will supervise the Marketing & Communications Specialist as well as oversee the work of Public Relations and will work in close collaboration with the Development Team, the Development Board Committee, CEO, other members of the Executive Leadership team, and others as needed.

Communities In Schools of Houston believes that each employee makes a significant contribution to the success of the agency; that contribution should not be limited by the work identified, assigned tasks, and overall responsibilities. Each employee is expected to offer his/her talents, expertise and services whenever necessary to ensure the achievement of agency goals.

Responsibilities

- Lead and coordinate all goals and activities for Individual Giving Team, consisting of Individual Giving Lead and Marketing & Communications Specialist, aligning work efforts with our Strategic Plan
- Develop and execute a plan for securing and soliciting \$5,000+ gifts in the context of an annual revenue goal, beginning at \$700,000 for individual major gifts and sponsorships.
- Manage a portfolio of 75-100 current donors and prospects. This includes driving strategies for all phases of the gift cycle (identifying and qualifying new prospects, initiating contact with donors, customizing cultivation and solicitation strategies, engaging in direct solicitation or facilitating solicitation meetings as appropriate, and implementing stewardship initiatives).
- Prepare personalized solicitation packages that focus on organizational needs, funder interests and recognition, as appropriate.
- Assist with potential major donor campaign planning and strategy and the cultivation, solicitation and stewardship of campaign donors.
- Work closely with CIS's Development Committee and Board of Directors on major donor strategy, cultivation and solicitation.



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- Provide oversight and strategic guidance to the Annual Giving, Marketing appeals and initiatives.
- Strong orientation towards an analytical and data/goal-driven major gifts program. Work closely with the Director of Development on implementing the portfolio management system, measurement and reporting of metrics/progress in Raiser's Edge.
- Report monthly on activity and results compared to goals and objectives. Consistently maintain up-to-date data, notes and actions in Raiser's Edge.
- Direct and oversee Public Relations, Marketing and Communications.

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- Cooperate with the Director of Development and CEO on Board giving, with focus on 100% Board participation.
- Collaborate with Marketing & Communications Team on select donor materials.
- Be able to translate the agency's mission and programs into fundraising initiatives that garner strong and consistent financial support.
- Spend the majority of time out of the office engaging with donors. Work independently and be self-motivated in contacting donors through face-to-face meetings and solicitations.
- Engage in networking and ongoing professional development activities.
- Participate in meetings and committees as appropriate.
- Comply with all CIS of Houston policies and procedures.
- Maintain a professional, positive and courteous demeanor.
- Perform other duties as assigned to meet agency needs.

Qualifications

- Education: Bachelor's Degree required. Advanced degree and/or CFRE certification, preferred.
- Experience: 4+ years of experience in fundraising, with relevant work in individual giving and major gifts programs.
- Experience: 4 years in a supervisory position, demonstrating leadership and communication skills.



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Skills and Capabilities

The ideal candidate will possess many of these professional and personal abilities and attributes:

- Ability to develop successful strategies and an actionable framework for major gifts.
- Track record of accountability and leadership in major gifts, working in concert with a team of development/communications professionals and volunteers.
- Experience collaborating with the Development Team, Development Committees and Board members on major gifts.
- Knowledge of and experience with Raiser's Edge and prospect research tools.
- Ability to build rapport with prospects, donors, volunteers and the public with diplomacy, discretion and customer-service orientation.
- Excellent interpersonal and verbal/written communications skills.
- Respect for confidentiality and accuracy in handling donor information.
- Strong work ethic with the ability to work well in a team-oriented, goals-driven department.
- Allowable Substitutions: Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

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