



Associate Director, Major and Planned Giving Job Description

Position Summary

The Associate Director, Major and Planned Giving, at Holocaust Museum Houston (HMH) is a front-line fundraising role responsible for establishing, developing, and maintaining relationships with major gift donors and prospects, as well as planned giving donors and prospects who comprise the Museum's Legacy Society. This position will play a key role in securing contributed revenue to support HMH's current operations and facilitate a pipeline for future gifts. The ideal candidate will bring fundraising experience and a passion for the mission of HMH.

Responsibilities

- Independently manage a portfolio of 75-100 major gift and planned giving donors and prospects as part of the moves management system.
- Conduct a minimum of 100 prospect meetings annually to cultivate and solicit prospects and close gifts. Complete a minimum of 25 major gift asks and 10 Planned Giving conversations annually.
- In collaboration with Senior Director of Development, Major Gifts, develop strategies resulting in major, mid-level and planned gifts to achieve individual and departmental revenue goals.
- Design and implement all planned giving marketing strategies, including Legacy Society recognition; manage relationship with planned giving marketing consultant.
- Collaborate with the Assistant Director Prospect Development to create plans and record correspondence with donors in the Museum's database.
- Evaluate various gift opportunities and giving vehicles and recommend the most suitable for each donor.
- Draft written major gift and planned giving proposals and gift agreements.
- Ensure proper recognition of donor gifts in promotional materials, the HMH website, the annual gratitude report, etc.
- Maintain a working knowledge of current laws regarding taxability of donations, familiarity with deferred giving strategies, and knowledge of a diverse array of financial instruments.
- Offer planned giving prospect strategy counsel to the Chief Executive Officer, Senior Director of Development, and other development staff engaging planned giving prospects.
- Actively maintain a current body of knowledge about HMH's programs, aspirations, and development priorities.
- Perform additional duties and responsibilities as needed.

Minimum Qualifications

- Bachelor's degree required.
- Minimum of five years fundraising experience with demonstrated expertise and success in major gifts, leadership gifts, and planned giving, closing five-and six-figure gifts.
- Strong knowledge of donor databases, such as Altru, Raiser's Edge, Tessitura, etc.



- Exceptional interpersonal skills with all age groups are required.
- Strong oral and written communication skills.
- Strong initiative and attention to detail.
- Demonstrated ability to work independently and as part of a team.
- Ability to handle multiple tasks under deadline pressures in a high-volume office.

Other Requirements

- Ability and willingness to travel around Houston and regionally.
- Some weekend and evening work hours required.

Compensation and Benefits: This is a salaried, exempt. Salary is commensurate with experience. Benefits include medical, dental and vision benefits options, paid time off, and a 401(k) retirement plan with employer matching contributions.

Reports to: Senior Director of Development, Major Gifts

Interested candidates should send resume and cover letter to jobs@hnh.org.