



Career Opportunity



Donor Relations Officer—Major Gifts

The Donor Relations Officer is responsible for the development and implementation of strategies related to the identification, qualification, engagement, cultivation, solicitation, and stewardship of major gift-level donors. The Donor Relations Officer will manage a portfolio of 100-150 donors and prospects, including individuals, foundations and corporations, with an emphasis on securing major gifts from individual donors. The Donor Relations Officer is also responsible for meeting annual revenue targets and will work directly with the Director of Donor Relations to execute and achieve comprehensive major gift strategies that meet established financial goals.

Compensation:

- \$85,000 plus credit for relevant years of experience.

Experience/Skills Required:

- Bachelor's degree required.
- Three (3) years' experience in fundraising.
- Knowledge of general office equipment and software, including use of personal computers, smart phones, printers, and Microsoft Office Suite software (Excel, PowerPoint, and Word).
- Experience with constituent relationship management (CRM) database preferred.

Knowledge, Skills, and Abilities:

- Proven ability to build relationships with supporters.
- Adept at staying organized while executing multiple projects.
- Ability to carry out duties in a manner that promotes good teamwork.
- Exceptional interpersonal skills.
- Must be conscientious, committed and goal oriented.

Work Conditions:

- Environment: Hybrid - Office, Home, Community
- Range of Schedule: Mon – Fri, 7:00 a.m. to 8:00 p.m., Occasional nights or weekends
- Travel: Frequent, Local (Must have reliable transportation, valid Texas Driver License and Auto Insurance)



Scan the QR code to apply



Our Benefits

DePelchin encourages wellness and promotes preventive care, by offering benefits and resources to help its employees lead healthy, balanced lives. Our benefit package includes:

- ◆ Medical, dental and vision plans for employee and eligible dependents
- ◆ 403 (b) retirement plan with match
- ◆ Generous Paid Time Off plan (PTO)
- ◆ Family Medical Leave (FML)
- ◆ Paid Life Insurance
- ◆ Tuition Reimbursement Program
- ◆ And much more!