



Job Title: Director, Major Gifts  
Location: Houston, TX (Hybrid)  
Department: Development  
Salary: \$80k - \$95k, commensurate with experience

Position Type: Full Time  
Travel Percentage: <25%  
Reports To: Chief Development Officer  
Pay Schedule: Semi-monthly

---

### Description:

If you would like to be a part of an exceptional team, working on a critical mission, this position is for you. The **Director of Major Gifts** plays a critical role in this evolving organization, which has strong roots in Houston and a compelling vision for the future. You will be responsible for assisting the Chief Development Officer, other executives and the board to operate at their highest possible levels. The ideal candidate will demonstrate passion for the mission, exemplary organizational skills, strong interpersonal communication skills, professional discretion with confidential information, and the ability to take initiative. A sense of humor and resilience are strongly valued attributes. Hybrid work schedule with remote flexibility, with some in-office days required for meetings and collaboration.

The **Director of Major Gifts** will function as a member of the TWH fundraising team and is responsible for the identification, cultivation, solicitation, and stewardship of individual prospects for donations of \$10,000 and up, while ensuring that major donors have a positive and rewarding philanthropic experience. The Director of Major Gifts, working closely with the Chief Development Officer, leadership, and other development staff, will help build a strong base of individual donors to support the goals of TWH. Position may serve as a liaison for specific priority areas, including active campaigns.

### Essential Responsibilities:

- **Develops and Executes Fundraising Strategies:** Strategically designs and implements effective fundraising approaches for a portfolio of donors and prospects, focusing on cultivating lasting relationships that align with The Women's Home's mission.
- **Capital Campaign Focus:** In the initial years, dedicates substantial effort to the capital campaign, working closely with the CEO and CDO to identify, engage, and cultivate high-potential donors for this significant project.
- **Cultivation, Solicitation, and Stewardship:** Employs best practices to support and actively participate in a comprehensive range of cultivation, solicitation, and stewardship activities for a portfolio of approximately 120 major gifts and planned giving prospects, advancing TWH's strategic priorities.
- **Donor Engagement:** Conducts approximately 120 targeted in-person visits annually, alongside additional meaningful engagements, to cultivate relationships and secure gifts that further TWH's goals.
- **Collaborative Fundraising Efforts:** Works with the CDO and leadership team to define and advance philanthropic priorities. Engages volunteers and donors in strategic fundraising efforts, including cultivation, solicitation, and stewardship of major gifts as appropriate.
- **Fundraising Goals:** Achieves defined financial and solicitation targets, contributing to individual, team, and organizational fundraising objectives.
- **Data Management:** Maintains precise records of all donor activities in Raiser's Edge and promptly completes donor and prospect contact reports.
- **Team Participation:** Actively participates in development meetings and attends events and special functions as required, representing TWH and fostering relationships that enhance the organization's philanthropic efforts.

### Qualifications:

Essential Requirements



- **Education:** Bachelor's degree from an accredited four-year university or college is required; an advanced degree is preferred.
- **Experience:** A minimum of 3 years in major gift fundraising with a proven record of successful direct major gift solicitations.
- **Interpersonal Skills:** Exceptional interpersonal skills, capable of building and sustaining deep, lasting relationships over time.
- **Written Communication:** Outstanding written communication skills to craft and refine effective correspondence, proposals, and creative solicitation materials.
- **Oral Communication:** Strong oral communication skills, adept at delivering persuasive presentations to both individuals and groups.
- **Decision-Making and Attention to Detail:** Excellent decision-making skills and meticulous attention to detail.
- **Integrity and Confidentiality:** Highest standard of integrity, with a proven ability to handle sensitive and confidential information responsibly.
- **Initiative and Resourcefulness:** High level of initiative and resourcefulness in executing fundraising activities, with strong organizational skills to manage multiple deadlines and competing demands.
- **Adaptability and Collaboration:** Demonstrated ability to thrive in a fast-paced environment, meet concurrent deadlines, and prioritize tasks in collaboration with a diverse range of stakeholders.
- **Teamwork:** Willingness to work collaboratively within TWH's development team and alongside fundraising colleagues in a team-focused environment.
- **Technical Skills:** Proficiency in Microsoft Office and donor database management; experience with Raiser's Edge is a plus.
- **Creativity and Passion for Mission:** Creative thinker with a strong passion and high energy for advancing TWH's mission.

#### **Physical Requirements:**

The person in this position must be able to sit, stand, bend, stoop, and use desktop technology for long periods. Reasonable accommodation may be provided to enable individuals with disabilities to perform these duties.

#### **Benefits:**

We offer a comprehensive benefits package that includes:

- **Healthcare:** Choose from three medical plans, two of which are 100% employer paid. Our plans provide comprehensive coverage to ensure your well-being.
- **Retirement:** We provide a 401(k) plan with a 4% company match, helping you secure your financial future.
- **Paid Time Off:** Enjoy 20 days of paid time off (PTO), plus 11 holidays and two floating holidays for flexibility in your time management.
- **Wellness Programs:** Initiatives to support your physical and mental well-being, ensuring a healthy work-life balance.
- **Long Term Disability:** We offer 100% employer-paid Long Term Disability coverage, providing financial protection in case of extended absence due to illness or injury.
- **Life Insurance:** Benefit from a 100% employer-paid life insurance option, ensuring the security of your loved ones.

#### **Professional Development:**

At the Women's Home, we are committed to your professional growth and development. We provide ongoing training and learning opportunities to help you excel in your role and advance in your career. You'll have access to:

- On-the-job training and mentorship.



- Workshops and seminars related to your role.
- Opportunities to participate in industry specific conferences.
- Reimbursement of the cost of role-related organization memberships.

#### **Imagine Your Impact...**

- **Making a Daily Difference:** Picture yourself in a role where your work directly impacts the lives of women in need. Every task, every decision, contributes to positive change.
- **A Culture of Dignity:** Envision a workplace where dignity is not just a word, but a way of life. Here, you'll be respected and honored, and you'll extend that same respect to those we serve.
- **Integrity in Action:** See yourself upholding the highest ethical standards in all you do, knowing that your integrity is the foundation upon which our organization is built.
- **Stewardship with Purpose:** Imagine being part of a team that is not only responsible with resources but is driven by the purpose of creating a better future for our clients and our community.
- **Holistic Growth:** Envisage a career where you're not only growing professionally but also personally. We invest in your development, helping you reach your full potential.

#### **Who We Are:**

Our mission is to build communities that strengthen women and support families as they reclaim their stability. The Women's Home is a leading nonprofit organization dedicated to empowering women and building stronger communities. Since 1957, we have been providing vital support and services to women in need.

At the Women's Home, we are committed to fostering an inclusive and supportive work environment where every employee can do their best and highest work. We value diversity and believe that our differences make us stronger. Our team is passionate about our mission, and we work collaboratively to make a meaningful impact in the lives of the women we serve.

We believe in the power of every individual to make a difference. When you join our team, you become part of a community dedicated to building whole lives and empowering women to achieve their fullest potential.

***Are you ready to imagine a brighter future with us?***

\*Interested candidates should submit a cover letter and a complete CV.

The review of applications will start immediately and will continue until the position is filled.