



Position Title: Major Gifts Officer

Reports To: Vice President of Development

Location: Houston, Tx

Employment Type: Full-time

Annual Salary: \$75,000 - \$90,000

Position Overview

Are you a natural relationship-builder with a passion for philanthropy? Do you thrive on turning meaningful connections into transformative gifts? The Major Gifts Officer at Memorial Assistance Ministries (MAM) is a key player in driving the success of our development team, helping to unlock the resources that fuel our mission. You will be the mastermind behind cultivating and securing major gifts, working with visionary donors who want to make a lasting impact. If you are a persuasive communicator and authentic relationship builder with a heart for service, we want to meet you!

About MAM

At Memorial Assistance Ministries (MAM), we're dedicated to building stronger families, a more vibrant workforce, and thriving communities—together. We envision a Houston where everyone has access to opportunities, hope, stability, and a sense of belonging. With personalized support at our core, we believe every person is capable, creative, and complete. Guided by faith, we offer help, preserve dignity, and open our doors to all. MAM is committed to creating an inclusive and welcoming environment for our clients, employees, volunteers, and partners.

What You'll Be Doing

Donor Relationship Management

- Identify, cultivate and steward relationships with prospective and existing major and mid-level donors.
- Steward first-time and monthly donors to better understand interests and passions, build relationships, and increase connection to MAM.
- Conduct in-person meetings, tours, and presentations to build meaningful connections.
- Develop personalized donor strategies to align their philanthropic goals with MAM's mission.
- Work to elevate mid-level donors to major donor status, while maintaining and strengthening relationships with a portfolio of major donors.

Fundraising Strategy and Solicitation

- Manage a portfolio of mid-level and major donors and prospects capable of gifts of \$20,000 or more.
- Develop and execute tailored solicitation plans to achieve annual fundraising goals.
- Collaborate with leadership to develop, refine, and implement moves management strategies.

Collaboration and Team Engagement

- Partner with the development team to coordinate strategies for donor engagement, stewardship, and recognition
- Work with the marketing team to align donor communications and events with organizational priorities.
- Participate in cross-departmental meetings to stay informed on organizational and program initiatives.

Event Planning and Execution

- Assist in planning and attend donor cultivation and appreciation events.
- Represent MAM at external functions and networking opportunities.

Reporting and Data Management

- Maintain accurate records of donor interactions and contributions in the Donor Perfect database.
- Prepare regular progress reports, analyzing data to inform strategy adjustments.

Education and Experience

- Bachelor's degree in non-profit management, business, communications or a related field.
- 5+ years of experience in fundraising, sales, or related relationship management roles.
- Proven track record of securing major gifts (\$50,000 or above).
- Familiarity with moves management and planned giving campaigns.
- Exceptional interpersonal, communication, and presentation skills.
- Ability to work independently, prioritize tasks, and meet deadlines.
- Experience with donor management software, such as Donor Perfect or similar donor management system.
- Commitment to MAM's Mission, Philosophy of Services, and Theory of Change.

Work Environment:

- The primary work location is a climate-controlled indoor office environment; however, frequent travel to meet with donors and attend events is required.
- Some evening and weekend hours required.

Compensation and Benefits:

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health insurance, retirement plan, and professional development opportunities.

Please apply at <https://mamhouston.wixsite.com/workatmam>