



## Major Gifts Officer Job Description

**Location:** Lewisville, Texas

**Supervisor:** Director of Development

**Travel Requirements:** Ability to travel 50-60% of the time throughout Denton County

### **About Christian Community Action (CCA)**

In the name of Jesus Christ, Christian Community Action ministers to the poor by providing comprehensive services to alleviate suffering, bring hope, and change lives. Since 1973, CCA has led the way for people living in poverty. Our holistic approach from rescue to transition helps families in need achieve self-sufficiency by offering a “hand up” instead of a hand-out. The families we serve are guided through three phases of our programming; rescue, relief, and restoration; to fulfill our commitment to help them achieve self-sufficiency.

### **Position Summary:**

In collaboration with the Director of Development, the Major Gifts Officer will be responsible for helping CCA reach its fundraising goals by identifying, cultivating, soliciting, and stewarding major gifts of \$25,000 and above. This individual will manage a portfolio of 40-80 high wealth prospects, by designing and developing solicitation strategies; identifying gift opportunities that match donors’ interests; and soliciting gifts and continually stewarding major gift donors.

### **Duties and Responsibilities:**

Secure Major Gifts:

- Manage a portfolio of 40-80 major gift donors and high wealth prospects.
- Serve as primary staff for individual prospects of \$25,000 or more, developing and implementing cultivation and solicitation strategies. This includes building, managing, and soliciting a portfolio of major gift prospects, giving primary focus to that portfolio’s top prospects. Maintain and annual “Top 25” pool of prospective major gift donors who will be solicited in the next 12–18-month period. Conduct personal visits with major donors and prospects, scheduling a minimum of 8-10 significant visits monthly for the purpose of field research, cultivation, solicitations, and stewardship.

### Identify, Cultivate, and Steward Donors/Prospects:

- Identify major gift prospects and develop compelling engagement strategies to solicit and close gifts as outlined above. In collaboration with the Director of Development, identify, develop, and cultivate a significant prospects pipeline as part of CCA's evolving fundraising strategy. Travel extensively in Denton County for the purpose of prospect and donor cultivation, solicitation, and stewardship.

### Report and Database Management

- Prepare written proposals, gift agreements, funder pitches, and other materials needed to define, secure and document major gifts. Effectively utilize the DonorPerfect donor database to maintain records of contacts with donors and prospects; analyze potential donor research materials to target appropriate givers; and track, evaluate and present relevant giving information.

### Qualifications

The Major Gifts Officer will be an engaging and high energy individual with a passion for breaking the cycle of poverty. Visionary, results-oriented, and relationship-driven, the Major Gifts Officer will be a key driver to propel the fundraising capacity of CCA's advancement efforts. The Major Gifts Officer will be a mid-level leader with a minimum of a bachelor's degree and 3-5 years of experience in development, advancement, fundraising, or sales with demonstrated success in nonprofit or sales organizations. Preference will be given to candidates with a documented record of successfully closing gifts within or above the range outlined. The ideal candidate for this position will possess the following qualities and attributes:

- Culture- and mission-driven – extremely passionate about CCA and stopping the cycle of poverty.
- A can-do attitude and willingness to go the extra mile in service of our mission.
- Ability to establish, cultivate and steward strong professional relationships with stakeholders to build lifelong partnerships and trust while aligning their passions with the mission, priorities, and goals of CCA.
- Collaborative problem solver who brings an entrepreneurial approach to designing personal donor engagement strategies.
- Innovative, self-motivated, able to manage multiple projects well, working both independently and as a team member.
- Exceptional interpersonal, written, and oral communication skills.
- Commitment to representing CCA with enthusiasm, warmth, and professionalism.
- Strong organizational and time management skills.
- The ability to thrive in a fast-paced, do-it-yourself, environment and calmly switch gears when priorities/objectives change.

- Advanced Microsoft Word, Excel, and PowerPoint skills required; strong familiarity with DonorPerfect or customer relationship management (CRM) systems and procedures a plus, and
- Ability to travel throughout Denton County 50-60% of the time

### **How To Apply**

Please email your resume and a cover letter to [Tiffani.Davis@ccahelps.org](mailto:Tiffani.Davis@ccahelps.org), noting “Major Gifts Officer” in the subject line. In your letter, please include your salary history and speak directly to your experience and interest in working with our organization. Applications without a cover letter will not be considered. No phone calls please.