



## **Communities In Schools of Houston, Inc.**

### **Job Description**

**Job Title: Individual Giving Officer**

**Department: Development**

**Reports to: Director of Development**

**FLSA Status: Not Covered**

**To Apply: Email cover letter and resume to [hrresumes@cis-houston.org](mailto:hrresumes@cis-houston.org)**

Communities In Schools of Houston (CIS) exists because students across Houston face a myriad of barriers to success, whether it's because they face mental health issues or are at-risk of dropping out of school. Our mission is to surround students with a community of support, empowering them to stay in school and achieve in life.

#### **Job Summary:**

As a member of the Development team, the **Individual Giving Officer** implements a focused major gifts development plan with the goals of cultivating relationships, stewarding donors, soliciting \$5,000+ gifts from major donors and prospects (primarily individuals). In addition, this role is responsible for developing strategies and goals for the Development team's Annual Giving program to grow and steward mid-level donors.

#### **Supervisory Responsibilities:**

- This position supervises the Annual Giving & Communications Manager

#### **Duties/Responsibilities:**

##### **1. Leader of Individual Giving Team**

- a. An annual fundraising goal is set by the Development team. This position is responsible for achieving an annual fundraising goal set specifically for the Individual Gifts Campaign, to include major gifts and annual giving efforts.
- b. Align work efforts with CIS Strategic Plan and annual fundraising goal.

##### **2. Planning for Revenue Goal**

- a. Develop and execute a plan for securing and soliciting \$5,000+ gifts in the context of an annual revenue goal.

- b. Prepare personalized solicitation packages that focus on organizational needs, funder interests and recognition, as appropriate.
- 3. Donor Management**
  - a. Manage a portfolio of 75-100 current donors and prospects.
  - b. Drive strategies for all phases of the gift cycle (identifying and qualifying new prospects, initiating contact with donors, facilitating donor outreach and engagement meetings, and implementing stewardship initiatives).
- 4. Oversight of Marketing and Communications**
  - a. Provide oversight and strategic guidance for the marketing and communications efforts.
- 5. Other Duties as Assigned**

**Required Skills/Abilities:**

- Valid Texas Driver License.
- Ability to develop successful strategies and an actionable framework for major gifts.
- Ability to collaborate with Executive Leadership, Development team, Development Committee and Board members on major gifts and marketing.
- Knowledge of and experience with Raiser's Edge and prospect research tools.
- Ability to build rapport with prospects, donors, volunteers and the public with diplomacy, discretion and customer-service orientation.
- Excellent interpersonal and verbal/written communications skills.
- Skilled in analytics is a plus

**Education and Experience:**

- Bachelor's degree required.
- 4+ years of experience in fundraising, with relevant work in individual giving and major gifts programs.
- Advanced degree and/or CFRE certification, preferred.
- 4 years in a supervisory position, demonstrating leadership and communication skills.

**Work Environment:**

- Hybrid – Remote and In-Office
- Travel within the Greater Houston area required

***This job description is not comprehensive and is subject to change at any time.***

**Physical Requirements:**

- Must be able to lift, carry, push, pull objects weighing up to 10 pounds at times.