

Major Gifts Officer

San Antonio, Texas

Mission of the Hemisfair Conservancy: To serve as a powerful conduit of philanthropy to elevate San Antonio by ensuring exceptional quality and longevity of the Hemisfair public spaces and their amenities for generations.

Vision: The aspirational vision for Hemisfair is to be one of the world's great public places.

Summary: The Hemisfair Conservancy seeks to fill the position of Major Gifts Officer (MGO), a member of the development team and responsible for securing financial resources for Hemisfair. The MGO will cultivate and develop relationships with donors to serve as the bridge between the good donors want to bring about in the world and our organization's mission.

The primary focus is managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. An ability to connect with donors and clearly communicate our organization's mission is key. The MGO will meet and work with donors and prospects with significant giving capacity to accomplish their giving objectives in the form of campaign giving, major and planned gifts. The MGO will engage in and be responsible for all aspects of the donor development cycle including donor identification, cultivation, solicitation, acknowledgement and stewardship. This income-generating position reports directly to the Executive Director (ED), in collaboration with fellow Hemisfair teammates.

Essential Duties and Responsibilities: The MGO is responsible for major-gift fundraising activities of the organization including the following:

- Identify major gift prospects. Analyze and predict a donor's propensity, capacity and enthusiasm to give. Gather pertinent data to determine the best major gift candidates.
- Cultivate major gift prospects, investing the necessary time and energy to build relationship designed to understand the donor/prospect goals with the expressed purpose of alignment with Hemisfair's mission and objectives.
- Solicit major gift prospects, moving prospective major donors along the donor pipeline ready to receive an appropriate ask based upon donor intent and interest.
- Steward major gift donors. Execute and continuously refine strategies that continue the major gift relationship for future gifts and planned giving opportunities.
- Manage a portfolio of approximately 100 qualified relationships, develop and apply a moves management plan and approach to the portfolio, with a custom cultivation strategy for each donor.

- The majority focus of this position is to raise resources for capital construction, historic preservation and environmental initiatives. Support development team's annual fundraising efforts when alignment exists for the donor.
- Adhere to the highest ethical standards, demonstrate empathy and perseverance, reflect an optimistic and positive attitude, and convey sensitivity to donors' needs.
- Execute and report on quarterly/annual fundraising plans, donor identification, cultivation, solicitation, campaign (capital and annual) and stewardship efforts.
- Work under the direction of the ED, and collaborate with the Senior Development Director, Annual Giving & Grants Manager, Development & Communications Manager, and other Hemisfair staff to accomplish individual, team and Hemisfair funding goals.
- Be active and present in the community for the purposes of acquisition, cultivation and stewardship; attend special events on behalf of the Conservancy whether sponsored by Hemisfair, donors or collaborating partners.
- Track prospects and update donor contacts in portfolio using organization tools and tracking methods via Raiser's Edge. Ensure that all donor information entry, storage and special requests are recorded and accomplished.
- Work collaboratively with teammates to compose letters, compile invitation lists, support Hemisfair events, develop innovative donor recognition opportunities, and perform meaningful stewardship activities (e.g., personal calls and hand-written notes).
- Present, with commitment and passion, the Hemisfair Conservancy's mission, values and goals to the donor community and other audiences.
- Promote planned giving opportunities.

General Expectations:

- Develop goals, priorities and timelines on a regular basis, ensuring prompt and efficient management and completion of all related tasks.
- Deliver ROI and be a force-multiplier for Hemisfair.
- Communicate and coordinate priorities, progress, workload and challenges to the ED.
- Stay abreast of best practices in the non-profit sector.
- Maintain the highest ethical standards and confidentiality.
- Must travel and work irregular hours as needed.
- Complete other tasks as assigned by the ED.

Qualifications and Characteristics:

- 7-10+ years of experience in annual fundraising with increased responsibility

- Bachelor's degree; advanced degree preferred
- Demonstrated success in securing multiple five- and six-figure gifts via face-to-face contact with donors; experience soliciting seven-figure gifts preferred
- Ability to determine how best to develop and maintain effective relationships with donors and discern when and how a prospective donor can be successfully solicited for a gift
- In-depth knowledge of fundraising and planned giving vehicles and best practices, including associated tax laws
- Ability to navigate and make entries in a donor database system to effectively track donor information; Raiser's Edge experience preferred
- Strong interpersonal, communication, resource management and computer literacy skills
- Excellent writing skills; ability to write articulate and persuasive proposals
- Exceptional attention to detail and accuracy
- Ability to exceed deadlines
- Proficiency with social media channels
- Public speaking ability, including response to audience questions
- Energy, enthusiasm and confidence in building relationships on behalf of Hemisfair
- Experience with community-wide fundraising efforts for urban projects preferred
- Knowledge of San Antonio community and donor base, preferred

Work Environment: The work environment is primarily indoors. Workload may exceed 40 hours per week, sometimes including evenings and weekends. Team members are enthusiastic colleagues who work in close quarters and an open environment in an historic building in downtown San Antonio. Parking is provided. Some local travel may be required. A criminal history background check will be required for finalists under consideration for this position.

Benefits/Compensation: A competitive compensation package with a base salary of \$90,000-\$105,000 will be offered for this position, commensurate with education, skills and experience. The MGO position offers an attractive benefits package.

Contact: Position will remain open until filled. Final candidate pool will be limited to applicants who meet all qualifications. Please e-mail your résumé, cover letter, list of three professional references (current/former supervisor, co-worker and subordinate preferred) and 2020-2022 salary history to: info@hemisfairconservancy.org. Please do not supply additional information unless requested. Incomplete applications and those submitted via LinkedIn will not be acknowledged.

The Hemisfair Conservancy is an Equal Opportunity Employer. The board members and employees building this space, as well as the users, embrace diversity and inclusion.