

Ronald McDonald House of Dallas Job Description

Title: Major Gifts Officer
Reports To: Chief Development Officer
Status: Full-Time/Exempt
WORK HOURS: Monday-Friday, 9:00 a.m. – 5:00 p.m. Additional hours will be required outside of normal business hours or as set forth by the demands of the position, up to and including evenings, weekends and holidays.

Ronald McDonald House Dallas Mission Statement: We provide essential services that remove barriers, strengthen families, and promote healing when children need healthcare.

We alleviate the worry and expense of finding a close, comfortable, and affordable place for a family to stay while their child receives the medical care they need. That can make a world of difference to a child bravely battling an illness or recovering from a serious injury. We are proud to have served families from all over the state, country, and world for the past four decades.

Summary:

The Major Gifts Officer is a frontline fundraiser responsible for identifying, cultivating, soliciting, and stewarding a portfolio of individual donors and prospects with the capacity to make gifts of \$5,000 or more to support our Operating Budget and those with capacity to support our Capital Campaign. This role plays a critical part in advancing the mission of Ronald McDonald House Dallas (RMHD) by deepening donor engagement and growing philanthropic support in a time of tremendous growth for our organization.

Key Responsibilities

- Manage a portfolio of approximately [75–125+] major gift prospects and donors.
- Develop and implement individual engagement and solicitation strategies for each prospect.
- Conduct regular face-to-face or virtual meetings with donors and prospects to build relationships and secure major gifts.
- Collaborate with advancement colleagues on moves management, prospect research, and campaign strategies.
- Partner with leadership and program staff to develop compelling funding opportunities and donor materials.
- Plan and participate in donor cultivation events and stewardship experiences.
- Track all activity and donor interactions in the organization's CRM (Bloomerang).
- Prepare reports and presentations for internal and board use related to major gifts progress.
- Stay informed about organizational priorities, programs, and impact to effectively engage donors.

Qualifications and Education Requirements

- Education: Bachelor's degree, preferably in communications, business, or liberal arts related field.
- Experience: Minimum of 5 years of experience in major gifts or related fundraising work.
- Well-developed social skills and the ability to forge strong professional relationships.

- A person with a compelling presence who empowers others to take responsibility and set ambitious goals for themselves.
- A hands-on, involved style that is marked by tenacity, cooperation, a willingness to “think outside the box” and lead by example.
- One who brings a sense of passion to their work and a dedication to excellence.
- Comfortable in all types of social settings and able to interact with a wide range of constituencies.
- Knowledge of computer operations and software products, including Word, Excel, Power Point, Outlook.
- Must demonstrate strong writing and relational skills.
- Ability to work flexible hours, including occasional evening and weekend work; travel as required to ensure client satisfaction and deliverables.

Preferred Skills

- Evidence of continued professional career development.
- Experience with donor database software and/or sales software is helpful, as is experience with project management solutions.
- Member of professional organizations relevant to career advancement, i.e., Association of Fundraising Professionals (AFP).

Physical Requirements

- Ability to travel Independently
- Keyboarding skills
- Occasional light lifting: 10-25lbs
- Must have dependable transportation for client meetings/events and other job-related activities

Equal Opportunity Employer

Ronald McDonald House of Dallas is committed to inclusion in principle and practice, both in the community at large and within the organization. RMHD provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, pregnancy, citizenship, political beliefs, or service in the military.