
Organization Background:

The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for 37 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. GBF's annual budget is approximately \$6 million but varies depending on the projects undertaken in any given year. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position title: Senior Major Gifts Officer

Reports to: Director of Development; President

Salary and benefits: \$85,000-\$100,000, depending upon experience. Position is full-time exempt with a flexible, hybrid work schedule. Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual.

Summary and Primary Duties:

GBF seeks a motivated and skilled Major Gifts Officer to develop and implement collaborative and creative strategies to ensure GBF donors are actively stewarded from point of organizational entry through major gifts and planned giving. This position is a key member of our development team and manages our major giving program that focuses on individual annual gifts of \$1,000 or more. Primary duties include:

- Developing and implementing strategies for securing financial support from a portfolio of approximately 125+ donors and prospects
- Identifying and researching new prospects for major giving, stewarding, renewing current members, and qualifying current members for larger gifts
- Creating opportunities for increased engagement from major donors including coordinating annual appreciation events and developing a communications strategy via newsletters, emails, reports, proposals, etc.
- Assisting the board and other staff with solicitations and cultivation plans
- Managing systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools
- Collaborating with the development team to align efforts and set goals
- Assisting with campaign development for Spring and Fall appeals including strategy development, letter writing, email campaign input and direct mail
- Partnering with the program teams to identify program funding needs that align with donor interests and develop meaningful gift opportunities for donors

Qualifications and Skills:

- Bachelor's degree and a minimum of five (5) years of development experience required
- Proven ability to connect with donors, clearly communicate the organization's mission, and foster a relationship between donor and organization
- Excellent computer skills (MS Office and donor databases (Raiser's Edge a plus)
- Exceptional verbal and written communication skills
- Demonstrated organizational skills, attention to detail and results-oriented
- Ability to work independently and efficiently manage time, as well as work effectively in a team setting
- Ability to work some weekends and evenings

To apply, email resume and cover letter to jobs@galvbay.org. This position will remain open until filled.