



## **Development Major Gifts Officer**

### **About Spirit Reins:**

Spirit Reins is a pioneering and compassionate nonprofit provider of equine assisted, trauma informed psychotherapy for children and adults. Our typical clients have experienced significant trauma in their lives and our program helps them develop the tools and resources they need to reach their full potential.

At Spirit Reins, Clinical Therapists and Equine Professionals work alongside the entire family – helping them develop specific skills and abilities needed for a foundation of lifelong well-being. We use a trauma focused experiential, client-centered therapeutic approach. Spirit Reins has been serving Central Texas residents on our 125-acre ranch since 2003.

### **About the Position:**

This full-time position will be responsible for identifying, cultivating, soliciting and stewarding individual donors. The Major Gifts Officer oversees an extensive portfolio of current and prospective donors and works directly with the Executive Director and the Board of Directors to implement a successful major gifts program. Additionally, this position will work with the development team to ensure a robust, donor-centered stewardship program is implemented organization-wide. This position reports to the Executive Director.

### **Essential Job Duties and Responsibilities:**

Responsibilities include, but are not limited to, the following:

- Create, implement and manage a comprehensive individual giving plan, prioritizing major donor identification, cultivation, solicitation and stewardship
- Assign donor portfolios to the Executive Director and development committee and provide the necessary strategies, training and support for successful implementation
- Qualify prospects and build relationships with key community stakeholders
- Maintain efficient operational procedures and record-keeping, including the donor management system
- Develop, maintain and analyze metrics of annual fundraising goals
- Ensure donor retention through a stewardship plan that includes appropriate and timely gift acknowledgement and recognition
- Work with the Development Associate to create compelling, personalized, program updates, solicitation materials and acknowledgements

- Work with the Special Events Coordinator to ensure unique stewardship and cultivation opportunities throughout the year

**Preferred Qualifications:**

- Bachelor's degree required
- 3+ years of nonprofit fundraising experience, including donor engagement and major gifts
- A proven track record of effective relationship management, securing \$5,000+ gifts and experience using moves management
- Strategic thinker with superior organizational skills, attention to detail and a self-starter attitude
- Ability to match organizational needs to donor interests
- Willingness to work occasional weekend and evening hours
- Experience maintaining a donor management software system
- Treats all people with respect and values diverse perspectives
- Must be flexible and have a sense of humor

**Compensation and Benefits:**

- Salary commensurate with experience
- Medical, Vision and Dental insurance available
- Flexible Spending Account (FSA) plan available
- Retirement Plan – 403(b) Plan
- Competitive PTO policy

**Instructions for Application**

Résumés, cover letters and references are required for consideration and will be accepted through **Friday, Feb. 22, 2019**. We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, without prior consent, nor will reference contacts be made until mutual interest has been established. **To apply for this position, please email your résumé and letter of interest to [careers@spiritreins.org](mailto:careers@spiritreins.org).**