



MAJOR GIFTS OFFICER

Location: Phoenix Center | Marble Falls, Texas

Employment Type: Full-time role

About Phoenix Center

Phoenix Center is a nonprofit dedicated to providing trauma-informed mental health care for children and families. Our beautiful 77-acre Hill Country campus offers counseling, play therapy, equine therapy, ropes course programming, and summer camps—all focused on healing trauma, inspiring hope, and building resilience. We are dedicated to making high-quality mental health services accessible to all children and families in need, regardless of their ability to pay.

Phoenix Center provides a positive trauma-informed workspace and culture and supportive management allowing each team member to grow and flourish in both their career and personal life.

About the role

As the Major Gifts Officer, you will report to the COO and will play a critical role in the growth and sustainability of the Phoenix Center by stewarding major donors and implementing key fundraising initiatives. Your primary responsibility will be to build and grow relationships with high-value donors and ultimately increase funding from individual donors, foundations, and corporations. Through your leadership, you will drive donor engagement, cultivate relationships, and work closely with the Executive Leadership team. Some nights and weekends are required.

Key Responsibilities

1. Build and grow relationships with designated portfolio of existing and prospective major gift donors, including individual, foundations, and corporations.
2. Develop and execute cultivation strategies to engage donors, including personalized communications, stewardship events, endowment opportunities, and recognition programs. Ensure timely and appropriate acknowledgment of donations per Phoenix Center policies and maintain donor database records.
3. Secure major gifts of \$25,000+ through strategic relationship building and giving events. Match funding opportunities with key donors with an eye towards maintaining and growing current donor base while adding new donors to the major gifts' portfolio.
4. Build and maintain a robust pipeline of prospects with an eye on expanding geographically, where possible. Identify and cultivate major gifts by developing deep relationships with donors.
5. Develop and implement strategies for major gift solicitation, including personal meetings, proposals, and customized stewardship plans. Work closely with the Executive Leadership to engage existing high-level donors, bring in new high-level donors, and meet or exceed annual goals.
6. Collaborate closely with other members of the development team to support fundraising events, our annual gala, and other development initiatives as needed.
7. Act as an ambassador for the organization in the community by attending strategic events to speak and meet with targeted groups, in alignment with Executive Leadership team.
8. Other tasks as assigned.

Qualifications

- Bachelor's degree in a related field (nonprofit management, business, or communications) with 5 or more years of fundraising is preferred. However, proven success in major gifts solicitation will be strongly considered.
- Excellent communication, strong interpersonal skills, confidence, and the ability to build relationships and engage with a wide range of stakeholders, including donors, colleagues, volunteers, and community partners.
- Exceptional written and verbal communication skills, including the ability to craft compelling proposals, reports, and donor communications.

- Strong commitment to getting the job done and follow-up is highly valued.
- Knowledge of fundraising best practices, trends, and legal requirements in the nonprofit sector.
- Proficiency in using donor management systems, fundraising software, and Microsoft Office suite.
- The ideal candidate has a demonstrated passion for serving children and families in need as well as a commitment to the Phoenix Center mission. In addition, they are warm, confident, with excellent listening skills and show persistent follow-up.

This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Other duties may be assigned as needed to support the organization's overall goals and objectives.

Salary Range: \$75k+ depending on experience

Benefits

- Competitive pay and comprehensive PTO, including 16 staff holidays, 80 hours vacation, and monthly accruing sick time.
- Medical and dental insurance offered to full-time staff.

Application Instructions

Please email your resume and cover letter in PDF format to:

HR@phoenixtx.org

No phone calls please.

Our mission is to inspire hope, health, and healing by providing the highest level of mental health care to every child and family through innovative trauma-informed therapy and education. Learn more at www.phoenixtx.org.