
Job Title: Major Gifts Officer

Reports To: Chief Development Officer

Status: Full-time, Exempt

Salary Range: \$91,000 - \$166,000

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Position Summary

The Major Gifts Officer is responsible for cultivating, soliciting, and stewarding major donors in support of Hospice Austin's mission, with a primary focus on a qualified portfolio of donors to advance the organization's current special fundraising initiative. This role will manage a portfolio of donors and prospects, guiding them through all phases of the effort—from early lead gift strategy through public phases and completion.

Reporting directly to the Chief Development Officer, this person will work closely with fundraising counsel and volunteers. This position plays a critical role in advancing a strong pipeline, securing transformational gifts, and ensuring a high quality donor experience grounded in empathy, trust, and mission alignment. The role blends strategic portfolio management, disciplined moves management, and relationship based fundraising to achieve ambitious both special initiative and operational goals.

Qualifications:

- Minimum of 5 years of experience in major gifts fundraising, preferably with capital campaign experience
 - Bachelor's degree required
 - Demonstrated success securing five and six-figure gifts
 - Strong interpersonal, written, and verbal communication skills
 - Proficiency in Microsoft Office Suite; ability to work in CRM systems (Salesforce, Blackbaud, Virtuoso experience is a plus)
 - Strong organizational and project management skills with attention to detail
 - High emotional intelligence and empathy; ability to engage donors in meaningful, values driven conversations
 - Ability to manage multiple priorities in a goal driven, deadline oriented environment
 - Collaborative and strategic team member; ready to immediately engage in a robust quiet phase
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Key Responsibilities:**Major Gifts & Portfolio Management**

- Identify, cultivate, solicit, and steward individuals, family foundations, and a small selection of corporate donors
- Manage a portfolio of approximately 75-80 major gift prospects, with a focus on qualified loyal donors to cultivate toward blended gift requests for both operating and capital needs
- Partner with Chief Development Officer and fundraising counsel to qualify and prioritize new special initiative prospects generated from data analytics, board and volunteer referrals
- Design and implement individualized engagement strategies based on donor capacity, interests, and connection to Hospice Austin's mission

- Partner with fundraising counsel to conduct prospect research and analysis to inform strategy, request amounts, and timing
- Maintain accurate documentation of donor interactions, moves, and outcomes in the CRM

Donor Engagement & Stewardship:

- Build longterm, trust based relationships with donors through meaningful, mission centered engagement
- Ensure timely, thoughtful stewardship and recognition of gifts
- Collaborate with the development and marketing teams to align donor communications with Hospice Austin's mission and case messaging

Collaboration & Strategy:

- Work in partnership with the Chief Development Officer to achieve annual and special initiative fundraising goals
- Collaborate with fundraising counsel, board members, and volunteer leaders to advance donor relationships and solicitations
- Participate in operational and special initiative planning, forecasting, and strategy discussions