

JOB POSTING

Major Gifts Director (Full-Time)

Mission

Empowering communities to eliminate hunger by providing food, education and resources through innovation and collaboration.

Summary

The Major Gifts Director is responsible for the identification, cultivation, solicitation, and stewardship of individual and prospective donors with a demonstrated or projected gift capacity of \$10,000 or more.

Responsibilities

- 1) Serve as the primary relationship manager for a portfolio of donors and prospects, customizing strategies as appropriate for each donor.
- 2) Establish and grow one or more donor giving societies
- 3) Utilize donor management database to maintain detailed records of donor relationships.
- 4) Provide personal acknowledgement and other benefits fulfillment for donor gifts as needed to ensure timely and appropriate thank you letters, calls and outreach.
- 5) Manage new donor relationships and steward existing relationships.
- 6) Manage 3rd party direct mail partnership, responsible for overseeing the direct mail calendar, editing content, attending regular meetings, and working collaboratively across Development and ComMar teams.
- 7) Represent TAFB in the community, working evening and weekend hours as necessary.

Requirements

- **Education and Experience**
Bachelor's degree and minimum of five years of donor cultivation experience
- **Technical Proficiencies**
Proficient knowledge of Microsoft Office suite, donor database software
- **Communication Skills**
Excellence in speaking, writing and presenting information
- **Other Competencies**
Ability to work effectively with volunteer boards, committees, community groups and organizations; knowledge and experience in donor cultivation and stewardship; ability to organize work and set priorities to meet deadlines

How to Apply

Please submit resume with cover letter to jobs@tafb.org

Tarrant Area Food Bank is an Equal Opportunity Employer. Drug testing required.