

<b>Job Title</b>	Individual Giving Officer
<b>Employer/ Agency</b>	Communities In Schools of Houston, Inc.
<b>Job Description</b>	<p><b>Job Summary:</b> As a member of the Development team, the <b>Individual Giving Officer</b> implements a focused major gifts development plan with the goals of cultivating relationships, stewarding donors, soliciting \$5,000+ gifts from major donors and prospects (primarily individuals). In addition, this role is responsible for developing strategies and goals for the Development team’s Annual Giving program to grow and steward mid-level donors.</p> <p><b>Supervisory Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• This position supervises the Annual Giving &amp; Communications Manager.</li> </ul> <p><b>Duties/Responsibilities:</b></p> <ol style="list-style-type: none"> <li><b>1. Leader of Individual Giving Team</b> <ol style="list-style-type: none"> <li>a. An annual fundraising goal is set by the Development team. This position is responsible for raising an annual fundraising goal set specifically for the Individual Giving Officer.</li> <li>b. Align work efforts with CIS Strategic Plan and annual fundraising goal.</li> </ol> </li> <li><b>2. Planning for Revenue Goal</b> <ol style="list-style-type: none"> <li>a. Develop and execute a plan for securing and soliciting \$5,000+ gifts in the context of an annual revenue goal.</li> <li>b. Prepare personalized solicitation packages that focus on organizational needs, funder interests and recognition, as appropriate.</li> </ol> </li> <li><b>3. Donor Management</b> <ol style="list-style-type: none"> <li>a. Manage a portfolio of 75-100 current donors and prospects.</li> <li>b. Drive strategies for all phases of the gift cycle (identifying and qualifying new prospects, initiating contact with donors, facilitating donor outreach and engagement meetings as appropriate, and implementing stewardship initiatives).</li> </ol> </li> <li><b>4. Oversight of Annual Giving and Marketing</b> <ol style="list-style-type: none"> <li>a. Provide oversight and strategic guidance for the annual giving and marketing efforts.</li> </ol> </li> <li><b>5. Other Duties as Assigned</b></li> </ol>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree required.</li> <li>• 4+ years of experience in fundraising, with relevant work in individual giving and major gifts programs.</li> </ul>

	<ul style="list-style-type: none"> <li>• Advanced degree and/or CFRE certification, preferred.</li> <li>• 4 years in a supervisory position, demonstrating leadership and communication skills.</li> </ul>
<b>Salary/Hours</b>	Annual Salary Starting at \$71,333 Hybrid Monday – Friday (8:00 am – 4:30 pm)
<b>Employer/Agency</b>	Communities In Schools of Houston, Inc.
<b>Address</b>	1111 North Loop West, Suite 300
<b>City, State, Zip</b>	Houston, TX 77008
<b>Contact Person</b>	Jessica Reyes
<b>Contact Title</b>	Human Resources Manager
<b>Telephone Number</b>	713-654-1515
<b>Email Address</b>	<a href="mailto:hrresumes@cis-houston.org">hrresumes@cis-houston.org</a>
<b>Application Method</b>	Please send resume and cover letter to <a href="mailto:hrresumes@cis-houston.org">hrresumes@cis-houston.org</a> . Please visit <a href="http://www.cishouston.org/careers">www.cishouston.org/careers</a> for more information.
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

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