
Educational Programs Inspiring Communities, Inc.

Position Description Capital Campaign and Major Gifts Officer

The H.E.A.R.T. Program (Housing, Entrepreneurship And Readiness Training) was founded to create new opportunities for adults with intellectual/developmental disabilities (I/DD) to achieve their potential.

H.E.A.R.T. 's philosophy is that everyone deserves the opportunity to excel and experience the sense of pride and accomplishment that is achieved through education and employment.

The H.E.A.R.T. Program therefore embraces its mission to *promote structured independence for individuals with developmental disabilities by providing innovative education, training, housing and employment programs.*

As a program of the 501(c)(3) non-profit organization Educational Programs Inspiring Communities, Inc., The H.E.A.R.T. Program has been able to grow from an initial idea to a flourishing program serving hundreds of people since it opened its doors on February 1, 2006.

The H.E.A.R.T. Program has provided job training and placement for hundreds of adults with I/DD. H.E.A.R.T. and its trainees also operate over 60 vending machines in the Houston area as well as over 150 concession events annually. In addition, H.E.A.R.T. provides the training and guidance necessary for trainees to work at all of these enterprises and earn paychecks at minimum wage or higher.

Job Purpose:

The HEART Program seeks a Capital Campaign and Major Gifts Officer, a newly created, full-time position responsible for implementing and completing a \$3 million capital campaign. Under supervision of senior management, the Capital Campaign and Major Gifts Officer will work closely with the Capital Campaign Committee, Board of Directors, lay leaders, and other staff to carry out a broad-based fundraising plan targeting individuals, corporations, and foundations to complete this initiative.

Responsibilities:

Capital Campaign Strategy and Planning

- Help lead the strategy development and planning of the campaign, working collaboratively with senior management and Capital Campaign Committee

Capital Campaign Management

- Implement and Manage the Capital Campaign
- Develop and Manage campaign prospect lists, including research and tracking
- Recruit, train, and manage campaign volunteers
- Schedule and support capital campaign meetings
- Manage the campaign budget

Capital Campaign Reporting

- Prepare monthly and quarterly reports for supervisor and the Capital Campaign Committee

Capital Campaign Communications

- Plan and implement cultivation and recognition events
- Collaborate with other staff to develop capital campaign print, web, and social media communications materials

Cultivation and Solicitation

- Develop and execute targeted cultivation plans
- Work with senior management and members of the Committee and Board, to cultivate prospects
- Refine and execute solicitation strategies
- Prepare and provide support to staff, board, and volunteers for solicitations
- Participate in solicitations
- Implement donor acknowledgement and recognition, as appropriate

Requirements:

- Bachelor's Degree in a related field
- 5 years of professional experience in nonprofit fundraising with a track record of success
- Experience managing major gifts and/or capital campaigns
- Direct development experience including solicitation skills
- Demonstrated success in managing complex projects
- Ability to work independently and cooperatively
- Excellent interpersonal, analytical, and organizational skills, capable of working effectively with board members, staff members, volunteers, and donor/prospects.
- Ability to solve practical problems and deal with a variety of variables
- Ability to interpret a variety of instructions furnished in written or oral form.
- Ability to manage multiple goals and objectives simultaneously.
- Attention to details and accuracy
- Superior verbal and written communication skills
- Professional and courteous presence, on phone and in person, ability to work with a wide variety of people
- Knowledge and proficiency of Microsoft Office applications
- Availability for some travel, evening and weekend work for events and donor contacts
- Must be able to pass a pre-employment alcohol and controlled substances screening as well as a driving record check.
- Must be able to bend and lift up to 25lbs consistently.
- Must be able to stand on feet for long periods of time.
- Must possess and promote a positive attitude and compassion for adults with disabilities.

The salary for this position is \$60,000+ depending on qualifications and experience.

To apply please submit cover letter and resume to smalin@heartprogram.org