



## MAJOR GIFTS OFFICER FOR HILL COUNTRY ALLIANCE

Founded in 2005, the [Hill Country Alliance \(HCA\)](#) brings together a broad coalition of partners throughout a 17-county region of central Texas with the long-term objective of preserving the natural resources and unique character of the Texas Hill Country. HCA focuses on community engagement around stewardship of Hill Country land, water, night skies, and communities. Our work is guided by our [Strategic Plan](#), and collaboration is at the heart of everything we do.

Hill Country Alliance seeks a Major Gifts Officer to work with the Director of Philanthropy, and the Executive Director of the Hill Country Alliance to create and lead fundraising efforts involving major gifts of \$10,000 and greater. The Major Gifts Officer will develop and implement strategies that diversify HCA's funding portfolio, with an express emphasis on individual donors and foundations.

The Major Gifts Officer will report to the Director of Philanthropy of the Hill Country Alliance.

### PRIMARY RESPONSIBILITIES

The Major Gifts Officer will be responsible for work in the following areas:

#### Major Gifts and Donor Relationship

- Manage, cultivate, and grow a portfolio of major gift prospects and donors, with a primary focus on gifts of \$10,000 and above.
- Advance donors through all stages of the giving cycle — identification, qualification, cultivation, solicitation, and stewardship — in alignment with HCA's fundraising priorities.
- Develop and implement tailored engagement and stewardship strategies that reflect individual donor interests and HCA's mission and impact.
- Identify and build relationships with new major gift prospects and advocates to support HCA's annual and long-term fundraising growth.
- Cultivate meaningful donor relationships through personalized outreach, one-on-one engagement, and strategic events.
- Actively identify Legacy Circle (Planned Giving Program) prospects, cultivate those relationships, and work alongside the Director of Philanthropy to secure planned gifts that support HCA's long-term mission.

#### Strategic Planning and Collaboration

- Partner with the Director of Philanthropy and Executive Director to develop and execute strategic, results-driven fundraising plans; effectively communicate a compelling vision and sense of purpose to both internal and external stakeholders.
- Consistently meet and exceed financial goals, performance benchmarks, and deadlines.
- Leverage and improve office systems — including the development calendar, metrics reports, and donor tracking databases — to strengthen and support all development efforts.
- Continuously evaluate the effectiveness of development activities and implement data-informed improvements.
- Actively support and advance the Executive Director's major gift work by leading preparation, facilitation, and follow-through with top prospects and donors.
- Collaborate with executive leadership on the annual budgeting process and periodic multi-year financial forecasting.
- Build strong working relationships with HCA program directors and managers to engage existing constituents and align on fundraising strategies tailored to those audiences.
- Prepare and contribute to development reports for the Board of Directors.



## DESIRED QUALIFICATIONS

- Minimum of five years of demonstrated experience in major and planned gifts fundraising from individuals, corporations, and foundations; deep familiarity with the Texas Hill Country (including the 17 counties served by HCA) and other key markets across the state and nation.
- Comprehensive knowledge of and experience with all phases of the donor lifecycle — identification, qualification, cultivation, solicitation, and stewardship.
- Proven track record of building and managing a major gift portfolio at the \$25,000+ level.
- Exceptional written and verbal communication skills, with strong attention to detail and the ability to meet deadlines consistently.
- Skilled relationship-builder with the ability to engage, cultivate, and inspire both existing and prospective donors.
- Proficiency in Microsoft Office Suite and CRM platforms; experience with Neon CRM preferred.
- Experience with prospect research and wealth screening tools to identify and prioritize donor potential.
- Genuine passion for and commitment to the long-term resilience and conservation of the Texas Hill Country.

## COMPENSATION AND BENEFITS

- Salary: Starting at \$90,000, negotiable based on experience.
- Work-Life Balance: HCA promotes a flexible work schedule with a 40-hour workweek. Occasional evening and weekend work is required (approximately 10-15%), staff are expected to take time off to balance their schedule.
- Vacation/PTO: Two weeks annual paid vacation, eleven paid holidays, and paid time off for the week between Christmas and New Year.
- Family Leave: Six weeks paid leave, with an additional six weeks of optional unpaid leave.
- Retirement Benefits: Up to 3% matching contribution to the retirement plan after six months of employment.
- Health Benefits: Option of HCA group plan medical insurance or monthly stipend toward health insurance after one month of employment.
- IT / Technology Support: HCA-provided computer, home office setup stipend, and IT troubleshooting support.

## ADDITIONAL INFORMATION

- Work Environment and Remote Work: HCA is a supportive, team-oriented organization that encourages personal and professional growth and achievement. At least one day per week working in our Dripping Springs office is preferred, with the remainder of the work week spent remotely or in the field.
- Event Requirements: We host events across the 17-county Hill Country region, offering a unique opportunity to connect with the region's natural beauty and an extensive network of HCA supporters. Attendance at the Annual Leadership Summit, occasional quarterly board meetings, fundraising specific events and select program events is expected. Occasional evening and weekend work will be required. Must have a vehicle and ability to drive throughout the 17-county region.

## APPLICATIONS

Applications will be reviewed on a rolling basis, but candidates are encouraged to apply by August 1. Target start date is early September 2026.

The requirements listed in our job descriptions are guidelines, not hard and fast rules. If you have 75% of the qualifications listed, we encourage you to apply. Applying gives you the opportunity to be considered. HCA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without



regard to race, color, religion, sex, mental or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information.

**Candidates should send their cover letter, resume, and three references to [info@hillcountryalliance.org](mailto:info@hillcountryalliance.org) with the following Subject Line: Application for Major Gifts Officer.**

*Note that Beacon Nonprofit Consulting will be helping the Hill Country Alliance with this job search. So, if selected for an interview, you can expect to hear from someone on the Beacon team to start the process.*