



**Job Title:** Manager of Major Gifts

**Reports To:** Senior Director of Development and Marketing

**FLSA Status:** Exempt

**Days:** Monday through Friday, nights and weekends possible depending on events

**Location:** 4606 Centerview Dr, Suite 240, San Antonio, TX 78228

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**Organizational Overview:** San Antonio Pets Alive! (SAPA!) is a private nonprofit organization that saves the lives of dogs and cats that find themselves at San Antonio Animal Care Services by no fault of their own. SAPA! has saved the lives of more than 59,000 dogs and cats since 2011 by finding them loving adoptive families, placing them in foster homes, and transporting them to other communities across the country. In addition, SAPA! provides necessary medical services to ensure each pet is healthy and happy.

The Manager of Major Gifts will be responsible for growing our financial strength through current and future gifts focusing on major gifts from individual donors that enable us to achieve both our short term and long-term goals.

This position embodies our core values - Stewardship, Integrity, Excellence, Respect, and Lifesaving.

**Position Summary:**

Oversee and manage all aspects of Major Gifts as it relates to individual donors and family foundations contributing \$1,000+ levels. Responsible for overall annual budgetary goal of \$200,000 in this category and for securing large gifts for giving days. Responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. Establish and support current and prospective donors through research, solicitation, engagement, gift closure, and stewardship of donors.

Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (i.e. provide portfolio development support and help with donor communications). Prepare solicitation materials and proposals for large individual donors. Assist in creating Major Gifts Committee and serve as primary liaison for this committee.

Coordinate Major Gifts cultivation and recognition events. Attend cultivation events as requested. Maintain prospect and donor database as it relates to major gifts. Acknowledge major donors through public and private recognition. Create and implement moves management plans. Work with the development & marketing department to align efforts and set goals. Increase the annual major gifts budgetary goal by 10% each year.

**Minimum Qualifications:**

- Bachelor's degree and five years of fundraising experience – specifically working with individual donors and securing major gifts
- Experience working on a comprehensive campaign

- Excellent communication and interpersonal skills. Ability to empathize with donors and clearly communicate organization's mission.
- Organized yet flexible. Creative, proactive, detail oriented with strong ability to prioritize with superior time management in a fast-paced environment. Willing to pivot or adjust plan in order to respond to changing priorities or the needs of the pets.
- A passion for San Antonio Pets Alive!'s mission.
- Drive for results, creating vision and purpose
- Ability to energize team members and persuade prospects.
- Demonstrated results in soliciting and closing major gifts with capability to advance gift strategies through effective relationship building.
- Knowledge of Microsoft Office and fundraising database management.
- Must be comfortable working with dogs and cats.
- Physical requirements are those present in normal office environment conditions and require periods of standing, sitting and lifting 25 pounds.
- Work schedule and hours may vary; evenings and weekends may be required.
- Contribute toward the overall success of the organization with a can-do positive attitude and team mentality.

**To Apply:** Please submit resume to [alexis.moore@sanantoniopetsalive.org](mailto:alexis.moore@sanantoniopetsalive.org).