



Director of Major Gifts

OCTOBER 2025

Search conducted by:



For more than 80 years, **Catholic Charities of the Archdiocese of Galveston-Houston (CCGH)** has provided food, clothing, shelter and a network of support services to people of all ages and from all walks of life and religious backgrounds, promoting social justice, and serving as a voice for the poor and vulnerable.

CCGH, a nationally recognized and accredited non-profit organization, is a member agency of the United Way of Greater Houston and a member of Catholic Charities USA, one of the largest private networks of social services providers in the country. CCGH typically serves more than 100,000 clients annually and has an annual budget of over \$100 million.

CCGH is funded by multiple sources: government and foundation grants, individual and private donors, contributions from special events, program service fees and more. As a United Way agency and a member of Catholic Charities USA, Catholic Charities of the Archdiocese of Galveston-Houston also receives financial support from those agencies as well.

VISION

People of faith helping people in need achieve self-sufficiency and live with dignity.



MISSION

Guided by God's love, Catholic Charities helps people in southeast Texas by providing caring, compassionate services and advocating for social justice in collaboration with parishes and communities.

OUTREACH

Serving individuals and families in the ten counties throughout the southeastern area of Texas (Galveston, Harris, Austin, Brazoria, Fort Bend, Grimes, Montgomery, San Jacinto, Walker and Waller) from their headquarters facility in Midtown Houston and multiple service centers across the service area.



For more information please visit:

<https://catholiccharities.org/>

KEY ROLES & RESPONSIBILITIES

The **Director of Major Gifts (DMG)** reports to the Vice President of Development and Stewardship (VPDS) and serves CCGH's mission by working to identify, cultivate and solicit prospects and donors for major gifts (\$10,000+). This position works closely with the VPDS and CEO in various development activities including: developing and executing solicitation strategies for the agency's major donors, developing proposals and reports for donors and other constituents; conducting cultivation and stewardship activities with donors and prospects; drafting, reviewing, and revising donor communications copy and materials; developing donor-centric collateral related to programs and organization activities. The DMG manages a team of Development Officers, providing guidance and support to ensure that the development team achieves annual and campaign goals. The DMG may function for the VPDS in his/her absence.

PRINCIPAL DUTIES:

- Consistently supports and upholds the mission, vision, and values of Catholic Charities.
- Maintains and develops a collaborative working relationship with program staff, senior leadership, Catholic Charities board of directors, and community stakeholders.
- Conducts frequent prospect meetings to cultivate and solicit prospects and close major gifts (\$10,000+).
- Successfully achieves individual annual fundraising goals, as determined by the VPDS, through management of a robust portfolio of major gift prospects, and regularly close major gifts of \$10,000+ from individuals, foundations and corporations.
- Develops tailored, donor-centric proposals and reports that provide appropriate levels of detail with regard to program outputs/outcomes and the requirements that govern service delivery. Also, assists in drafting, editing and reviewing fundraising materials and other communications.
- Maintains positive relationships with prospects and donors and identifies and participates in opportunities for cultivation and stewardship.
- In collaboration with the VPDS and the Director of Development and Foundation Relations, develops a systemic fundraising plan that includes both individual and institutions (organization, business and foundation) prospects.
- Plans, supports and participates in cultivation, solicitation and stewardship of current and prospective major donors (individuals, corporations and foundations), including coordinating and conducting site visits of the programs and offices of Catholic Charities.
- Develops supporting written material explaining the purpose and work of Catholic Charities directing specific opportunities for giving.
- Manages a team of Development Officers, providing guidance and support to ensure that the development team achieves annual and campaign goals.
- With the VPDS and Director of Development and Foundation Relations, helps plan the organization's fund development strategy and assists with planning, goals setting, and budget development.
- May function for the VPDS in his/her absence.
- Develops innovative recognition opportunities and materials and events for continuity and donor stewardship in conjunction with the VPDS and other Fund Development staff.
- Participates in managing the program budget and responsible for ensuring agency Finance protocols and policies are practiced.
- Assists with planning, coordinating, organizing, and directing any Capital Campaign undertaken by Catholic Charities.
- Maintains records of all donor related activities within the Raiser's Edge database, and via hard copy files if required.
- Engages in prospect research to match prospects with programs and operations of Catholic Charities.
- Manages all processes and functions to run smoothly, manages a diverse team, resolves conflict, creates meaningful goals, and provides guidance to achieve set departmental and strategic goals.
- Participates in and facilitates departmental and agency meetings.
- Participates in Development Committee Meetings.
- Assists with other duties as assigned.

QUALIFICATIONS

- Bachelor's degree
- Five (5) years of experience in fund development, community relations, and/or sales/marketing; three (3) years in a management role
- Working knowledge of fund development and fund raising, preferably in a non-profit social service-related setting
- Outstanding verbal and written communication skills, combined with experience in managing multiple overlapping deadlines and duties
- Software skills with Microsoft Word, Excel, Outlook, Access, PowerPoint, Raiser's Edge and /or ability to become familiar with these tools
- Ability to receive and maintain confidential information
- Self-motivated
- Ability to work well with others and possess a team spirit and attitude
- Requires organization, versatility, imagination and a well-oriented individual
- Demonstrate a high degree of interpersonal skills; must be able to work cooperatively with other individuals with clarity and fairness
- Valid TX driver's license

ESSENTIAL ATTRIBUTES

- Authentic personal commitment to the mission and vision of Catholic Charities
- High integrity, transparency and emotional maturity
- Self-less, servant-oriented approach to delivering exceptional performance
- Intellectually curious and agile, thriving in a dynamic environment
- Sincere interest in the good of CCGH clients and colleagues
- Relentless attention to detail and follow-through
- Enthusiasm and ability to work flexible schedule that requires driving throughout CCGH's service region for donor meetings and fundraising events



*Catholic Charities of the Archdiocese of Galveston-Houston has engaged
EMA Partners/Trinity Executive Partnership to facilitate this search.*

Richard Sbarbaro
Managing Partner
EMA Partners Chicago/TEP
(708) 531-0100

Marie Guillot
Managing Partner
EMA Partners Houston/TEP
(713) 498-7693

Interested and qualified candidates should submit a cover letter and resume to:

info@trinityexecutivepartnership.com

www.ema-partners.com | www.trinityexecutivepartnership.com