



PROJECT ROW HOUSES

PROJECT ROW HOUSES (PRH)

POSITION: Major Gifts Officer

STATUS: Full-time | Exempt

The role of the **Major Gifts Officer (MGO)** is to develop, establish, and carry out an effective multi-year fundraising program to support the on-going programs, projects and activities of Project Row Houses. The MGO develops, plans and implements primarily individual donor cultivation, stewardship, outreach events and activities that support the fundraising strategic plan and agency's revenue goals.

Project Row Houses is a community platform that enriches lives through art with an emphasis on cultural identity and its impact on the urban landscape. We engage neighbors, artists, and enterprises in collective creative action to help materialize sustainable opportunities in marginalized communities. Project Row Houses occupies a significant footprint in Houston's Historic Third Ward, one of the city's oldest African-American neighborhoods. The site encompasses five city blocks and houses 39 structures that serve as home base to a variety of community enriching initiatives, art programs, and neighborhood development activities. PRH programs touch the lives of under resourced neighbors, young single mothers with the ambition of a better life for themselves and their children, small enterprises with the drive to take their businesses to the next level, and artists interested in using their talents to understand and enrich the lives of others. Although PRH's African-American roots are planted deeply in Third Ward, the work of PRH extends far beyond the borders of a neighborhood in transition. The Project Row Houses model for art and social engagement applies not only to Houston, but also to diverse communities around the world.

START DATE: Late September or Early October 2026

Open until filled. Candidates will be reviewed on a rolling basis.

HOW TO APPLY: Please send a cover letter and résumé to hr@projectrowhouses.org. Applications without cover letters will not be considered. No phone calls please. Applicants whose candidacy is being considered will be contacted.

Essential Functions:

- Support the Director of Development in strategic planning and revenue forecasting by executing plans in support of individual and team fundraising benchmarks aligned with PRH's mission, vision, and strategic goals.
- Develop and manage a portfolio of approximately 100 major donors [\$25,000 and above].
- Track progress within the database so you and the team can rely on current data that will inform ongoing activities and strategy.
- Maintain and increase donor engagement, and secure major gifts through personalized correspondence, concept briefs, proposals, presentations, telephone calls, in-person visits, and/or other relationship-building methods.
- Work with Executive Director and Development Director to set monthly metrics, such as goals for number of personal visits/month with qualified prospects, to ensure achievement of fundraising goals; to keep moving donors along the prospect pipeline; and to ensure a high level of stewardship to deepen relationships to better understand and strategically align donors' priorities and goals with the needs of PRH.
- Articulate the mission, programs and activities in a succinct and compelling manner.
- Support board members in developing their contacts as necessary.
- Develop personal mastery by participating in professional development and networking activities to incorporate best practices.
- Plan, organize, promote, and execute corporate volunteer activities when they align with other goals.
- Support the Development Team during major annual fundraising events and stewardship activities.
- Performs other duties as may be required.

Minimum Education and Experience:

- A bachelor's degree or equivalent level of professional accomplishment is required.
- Minimum of 1-3 years of related major giving or similar experience in fundraising.
- Raiser's Edge experience a plus; willingness to learn a must.

Knowledge, Skills, and Abilities:

- Must be self-motivated to achieve individually assigned goals while positively contributing to the overall success of the team.

- Demonstrable, measurable success with major gift solicitations strongly preferred.
- Should be comfortable engaging with a diverse constituency of individuals in leadership roles.
- Communicate exceptionally well verbally and in writing.
- Should be an effective presenter who is comfortable speaking to groups.
- Must be able to handle confidential material with professionalism.
- Work occasional weekends and evenings.
- Follow and improve fundraising practices and procedures.
- Ability to be an effective advocate for Project Row Houses and marginalized communities.
- Familiarity with MS software, including Excel, PowerPoint.

WORKING CONDITIONS: (PHYSICAL DEMANDS, TRAVEL, HOURS, AND ENVIRONMENT)

- This is a full-time (40 hours), exempt, salaried position, with benefits.
- Characterized as primarily sedentary work requiring exertion up to 10 pounds of force to lift, carry, push or otherwise move objects.
- Must be able to visually identify colors and design.
- This is an on-site position.
- Some duties will be performed in a traditional office environment; duties may also be conducted in a variety of traditional and nontraditional community settings.
- Some evening and weekend work may be required.

ORGANIZATIONAL RELATIONSHIPS

DEPARTMENT: Development

REPORTS TO: Development Director

SUPERVISES (if any): N/A

PRH is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.