



**MAJOR GIFT OFFICER, HOUSTON**

**HOME BUILDERS INSTITUTE**

**REMOTE LOCATION — METROPOLITAN HOUSTON, TEXAS**



Aspen Leadership Group is proud to partner with Home Builders Institute (HBI) in the search for a Major Gift Officer, Houston. The Major Gift Officer, Houston will conduct frontline fundraising efforts for HBI and the Houston Academy. The Major Gift Officer will identify, cultivate, solicit, and steward individuals, families, corporate entities, and foundations to build a diverse portfolio of philanthropic funding.

HBI is the nation's leading provider of trade skills training in residential construction. HBI students gain the ability to change the trajectory of their lives by advancing their careers in construction, transforming their communities, and building America's homes. HBI provides pre-apprenticeship training, certification programs, and job placement services to secondary school students, veterans, and transitioning military personnel, displaced workers, at risk and justice-involved youth and adults. HBI trains in carpentry, electrical, plumbing, building construction technology, HVAC, landscaping, masonry, and solar installation. The nonprofit organization collaborates with public, private, and nonprofit partners dedicated to workforce development. There are 11,000 active students involved with HBI programs today, and 165,000 graduates since 1974. HBI programs create a positive, long-term impact on social issues like unemployment, underemployment, diversity, equity, empowerment, and housing affordability.

HBI partners with leading organizations, policymakers, and associations investing in housing and workforce development. Its deep-rooted network allows HBI to collaborate on solutions that address challenges. HBI's legacy comprises over 50 years of national leadership in skilled trades training with an industry recognized curriculum approved by the U.S. Department of Labor and the National Association of Home Builders.

#### **THE ACADEMIES**

HBI's training Academies, its newest and most inclusive program, offer tuition-free construction trades training to anyone 18 years of age or older. The Academies represent a new learning environment that delivers HBI's industry-recognized skills training to a new generation of home builders. HBI is working closely with industry partners such as The BuildStrong Foundation, The Home Depot Foundation, and local Home Builders Associations. The Academies demonstrate an innovative approach to filling the skills gap. Students receive hands-on training that takes them from beginners with little-to-no building experience to tradespeople who are sought after by employers. Students receive mentorship throughout their training and job placement support upon graduating from the program.

#### **REPORTING RELATIONSHIPS**

The Major Gift Officer, Houston will report to HBI's Vice President of Development.

## **PRIMARY RESPONSIBILITIES**

The Major Gift Officer, Houston will

- represent HBI by embracing the values of the organization in all interactions internally and externally;
- identify, screen, and prepare profiles of current and prospective donors;
- build and manage a portfolio of 100 to 125 prospective and current funders and donors;
- identify, engage, solicit, and steward prospective and current donors and funders who align with HBI's mission, values, and strategic objectives in metropolitan Houston;
- formulate and implement outreach strategies aligned with the strategic goals of the Academies and HBI, targeting various market sectors for sustainable funding growth;
- serve as the primary relationship manager of a diverse range of stakeholders, including individuals, family donors, private and corporate funders, industry partners, and the community;
- develop and implement a written donor/funder strategy for each prospect with estimated timelines and dates for cultivation and solicitation including projected gift amounts and potential funding priorities;
- accurately report all donor strategy, interactions, and next steps in the donor record (using Salesforce);
- create meaningful, accurate personalized donor recognition and stewardship plans with scheduled dates and implement those plans throughout the year for each donor/funder to maintain relationships and achieve high rates of retention;
- support the fundraising efforts of the Vice President, CEO, leadership team, and board members in prospective and current donor/funder interactions including engagement, cultivation, solicitation, and stewardship to secure new and renewed gifts and grants;
- track and report on progress to goal to the Vice President, CEO, and CFO including proposals, grants, gifts, and pledges;
- meet all revenue targets, benchmarks, and metrics as determined by the Vice President;
- ensure the quality, timeliness, and transparency of reports to the Vice President, executives, board members, donors, funders, and other stakeholders;
- collaborate with communications and marketing staff to provide consistent messaging to drive philanthropic growth and engagement in the Academies and HBI;
- partner positively with members of HBI's development team and all HBI colleagues;
- work collaboratively and productively with the HBI local operations team at the Houston Academy site to ensure a positive working relationship; and
- highlight the operations of the Houston Academy and HBI, its programs, students, instructors, and the Houston Academy through scheduled targeted visits and events to maximize exposure to donors/funders in collaboration with the Academy operations team.

## **PREFERRED COMPETENCIES AND QUALIFICATIONS**

HBI seeks a Major Gift Officer, Houston with

- a commitment to the mission of HBI—to change lives by educating, inspiring, and preparing individuals for careers in the building industry;
- an entrepreneurial, collaborative approach to fundraising within a 'start-up' environment;
- an understanding of development fundraising revenue streams including annual fund, major gifts, individual giving, corporate and foundation giving, planned giving, and capital campaigns;

- experience managing a personal portfolio, including identifying, researching, qualifying, and engaging donors/funders and donor/funder prospects, and securing major gifts and grants;
- knowledge of the latest innovations in fundraising techniques and an ability to translate those innovations into action;
- an ability to develop, nurture, and maintain meaningful and productive partnerships with diverse internal and external audiences;
- strong verbal and written communication skills across platforms, superior listening skills, and an ability to inspire and influence others around ideas that secure philanthropy;
- an ability to craft persuasive proposals and meaningful acknowledgments and deliver effective presentations to current and future donors, funders, colleagues, volunteers, and other stakeholders;
- an ability to thrive in a remote setting while maintaining connections with colleagues across the organization; and
- familiarity with fundraising software.

A bachelor's degree or an equivalent combination of education and experience and at least four years of frontline fundraising experience is preferred for this role. HBI will consider candidates with a broad range of backgrounds. If you are excited about this role and feel that you can contribute to HBI, but your experience does not exactly align with every qualification listed above, we encourage you to apply.

#### **SALARY AND BENEFITS**

The salary range for this position is \$65,000 to \$80,000 annually. HBI offers a comprehensive benefits package including medical, dental, and vision coverage; health care and dependent care; flexible spending accounts; 403(b) retirement account as well as pension and profit sharing; basic life, AD&D, and voluntary life insurance; short- and long-term disability; employee assistance program; and generous vacation, holiday, and sick leave.

#### **LOCATION & TRAVEL**

This position is based in Houston, Texas and is remote with the expectation that visits to the Houston Academy are frequent. The majority of travel will be local within the metropolitan Houston community with occasional travel in the United States.

#### **PURPOSE**

As you evaluate this opportunity and the alignment between HBI's mission, your purpose, values, and professional aspirations, [visit the HBI website](#) and read the inspiring [words of its students](#). HBI's students' success is at the heart of its work. Their words are the best endorsement for considering the Major Gift Officer position for HBI's Academy in Houston.

#### **APPLICATION INSTRUCTIONS**

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Home Builders Institute as well as the responsibilities and qualifications stated in the prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected. All inquiries will be held in confidence.

To apply for this position, visit: [Major Gift Officer, Houston, Home Builders Institute](#).

To nominate a candidate, please contact Eric Rosario: [ericrosario@aspenleadershipgroup.com](mailto:ericrosario@aspenleadershipgroup.com).