

THE WOODLANDS FOUNDATION, INC.

TITLE: Director of Major and Planned Gifts
FLSA: Exempt
Hours: Full Time - 40 hours per week
Salary Range: \$85,000-\$102,000

Summary

Since 1998, The Woodlands has been enriching the lives of children and adults with disabilities and chronic illness by providing a barrier-free environment, innovative programs and activities, and an impassioned, nurturing staff. With a 52-acre campus complete with a nature trail, fully accessible Aquatics, Wellness and Fitness Center, amphitheater, adaptive par-3 golf course, sports court, and plenty of outdoor space, The Woodlands offers the ideal environment to explore physical activity and community and social integration.

This is an exciting time for The Woodlands as the organization and key stakeholders ready for the launch of a capital campaign that will result in major capital improvements to The Woodlands' campus, an increase in program capacity, and an elevated experience for program participants, staff, and volunteers.

Position Overview

The Director of Major and Planned Gifts will lead The Woodlands' efforts to secure leadership gifts of \$10,000 and above from individuals with the establishment of a formalized major and planned giving program. This will include all aspects of the major gift plan, including research and identification of prospects; cultivation and relationship management; proposal development and solicitation; and ongoing stewardship of donors, primarily in the greater Pittsburgh area. Reporting to the Executive Director, this newly created leadership position will play a crucial role in expanding The Woodlands' donor base, supporting major capital initiatives, and ensuring long-term financial sustainability. The Director of Major and Planned Gifts will supervise the Assistant Director of Special Events and Corporate Relations.

Primary Responsibilities

Strategic Leadership (30%)

- Develop and implement comprehensive strategies for major and planned giving programs.
- Collaborate with the Executive Director and Board of Directors to identify and pursue high-impact funding opportunities.
- Lead portfolio analysis, prospect research, and donor stewardship strategies.

Major Gift Development (40%)

- Manage a portfolio of 100-125 major gift prospects and donors.
- Secure gifts of \$10,000 and above through cultivation, solicitation, and stewardship.
- Partner with program staff to align donor opportunities with organizational needs.

Planned Giving Program Management (20%)

- Build and grow a comprehensive planned giving program.
- Develop marketing materials and collaborate with donors and advisors on complex gifts.

Leadership & Collaboration (10%)

- Partner with marketing consultant and development team to enhance donor communications.
- Represent The Woodlands at high-level donor events and in the community.

You're a Good Fit If You:

- Have a proven track record of closing major gifts of \$10,000+ and experience with planned giving vehicles.
- Possess strong relationship-building skills and a passion for connecting donors with impactful causes.
- Are a strategic thinker with experience in nonprofit fundraising and managing donor portfolios.

- Thrive in a collaborative, innovative, and mission-driven environment.

Working Conditions

This full-time, hybrid role offers flexibility, combining remote work with regular time at The Woodlands and in the field. Local travel for donor meetings is required (anticipated approximately 25%), along with occasional evening and weekend donor events.

Benefits

- Immediate accrual for 3 weeks of Vacation Time annually with tiered accruals for years of service
- 2 Personal Days
- Paid Sick Time
- 11 Paid Holidays PLUS year-end paid closure from Christmas Eve (observed) through New Year's Day (observed)
- Medical, Dental, Vision coverage available upon start date – 75% employer paid for employee and dependents
- Life & AD&D Insurance – 100% employer funded
- Employer funded Health Reimbursement Account (HRA)
- 403(b) Plan – employer match after 90 days of employment
- Opportunity for hybrid work environment
- Flexible schedule
- Free parking

Qualifications

- Bachelor's degree in related field of study.
- Minimum of 5 years' experience in major gift fundraising.
- A proven track record of closing major gifts of \$10,000+ and experience with planned giving vehicles.
- Excellent written and verbal communication skills, with the ability to craft compelling fundraising messages and presentations.
- Demonstrated ability to build and maintain relationships with a diverse group of donors, corporate partners, and community stakeholders.
- Ability to develop and implement long-term fundraising strategies that align with organizational goals.
- Proficiency in DonorPerfect or other donor management software; comfortable with using data to drive decisions.
- Ability to work in a professional and positive manner with high attention to detail; willing to take ownership of project critical tasks in a fast-paced dynamic work environment.
- Ability to utilize tact, diplomacy, discretion and good judgement at all times, but especially when exposed to sensitive or confidential donor information/material.
- Proficiency in Microsoft Office suite.
- Current Pennsylvania driver's license and access to a vehicle.

Equal Employment Opportunity Policy

The Woodlands provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Applicants should submit a cover letter and resume to info@woodlandsfoundation.org