



Major Gifts Officer

Homeless Children's Education Fund (HCEF)

FLSA Status:	Full-Time, Exempt
Revision Date:	December 2025
Reports To:	AJ Jefferson
Title(s) of Direct Reports:	President & CEO
Work Environment:	Hybrid, in office three days per week

About HCEF

The Homeless Children's Education Fund (HCEF) ensures that children and youth experiencing homelessness have the educational stability, support, and opportunity they deserve. We partner with shelters, districts, community agencies, and higher-ed institutions to serve more than 1,000 students annually through academic programs, mobile learning, workforce development, and policy advocacy.

HCEF is growing rapidly — expanding our Continuum of Programming model, strengthening our Teen CEO career pipeline, increasing our shelter-based services, and entering an era of regional and national visibility. We are building toward a **\$5M organization** serving **1,700+ students annually**, and we're looking for a Major Gifts Officer ready to help carry that vision forward.

Position Summary

We are seeking a strategic, relationship-centered **Major Gifts Officer** to build and steward a portfolio of donors capable of making transformational investments in HCEF. This role is essential as we expand individual giving, grow major-gift partnerships, and strengthen the long-term sustainability of the mission.

You'll work closely with the President & CEO, board members, and community leaders — not simply fundraising but **shaping the future of HCEF**.



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Key Responsibilities

- Manage a portfolio of **100–150 major donor prospects**
- Build long-term relationships with donors capable of giving \$5,000–\$250,000+
- Lead cultivation, stewardship, and solicitation activities
- Support the President & CEO on high-level donor strategy and solicitations
- Prepare donor-specific proposals, presentations, and gift agreements
- Advance HCEF's **endowment and planned giving strategy**
- Engage board members as ambassadors and connectors
- Strengthen donor storytelling in partnership with Communications
- Maintain accurate CRM tracking and moves management

What Success Looks Like

- A growing, engaged portfolio of major donors
- Increased major gifts, multi-year commitments, and donor upgrades
- Strong internal alignment with the CEO, Development, and Communications teams
- Early planned-giving conversations and endowment momentum
- A more stable, relationship-based revenue model supporting long-term growth

Qualifications

- 3–5 years of experience in major gifts, nonprofit fundraising, or relationship-focused development
- Demonstrated success securing significant gifts or managing a major gift portfolio
- Excellent communication and storytelling skills
- Strong emotional intelligence and ability to listen deeply
- Organized, proactive, and comfortable managing multiple priorities
- Deep belief in educational equity and HCEF's mission



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Why Join HCEF?

- Competitive salary and **strong benefits**, including 3% 401(k) match
- **Exemplary benefits package** reflecting our values of care and equity
- **Hybrid work schedule** that supports flexibility and work-life balance
- A mission-forward, growing organization where your work creates real change
- Leadership that invests in your growth and values your voice
- An opportunity to help build a philanthropic strategy that will sustain HCEF for years to come

Compensation:

- **Salary: \$75,000**
- **3% 401(k) match**
- **Comprehensive, high-quality benefits package**
- **Hybrid work environment**
- Professional development and leadership growth opportunities

To Apply

Submit your resume and a brief cover letter describing your interest in HCEF's mission and how your experience positions you to deepen philanthropic partnerships to ceo@homelessfund.org