



MOSAIC
FAMILY SERVICES

Position: Major Gifts and Grants Lead
Department/Program: Fund Development
Supervisor: Senior Director of Development and Marketing
Location: Dallas, TX 75243
Hours: Monday – Friday, 9:00 AM – 5:00 PM
Type: Full-time, 40 hours/week
Classification: Non-Exempt
Funding Status: Grant-funded position
Union Status: This position operates within a unionized environment and supports employees covered by a collective bargaining agreement (CBA). This position itself is represented and required to adhere to the terms, conditions, and procedures outlined in the applicable collective bargaining agreement.

Job Summary

The Major Gifts and Grants Lead is responsible for securing philanthropic support through institutional grants and major gifts. This position manages the full grant development and reporting process while identifying, cultivating, soliciting, and securing major gifts of **\$10,000 or more** from individuals, corporations, foundations, and other funding sources.

Essential Functions and Responsibilities

Grants and Institutional Giving

- Manages the full range of activities required to research, prepare, submit, and manage grant proposals to foundation, corporate, and government funders.
- Researches, identifies, and qualifies new grant prospects aligned with Mosaic Family Services' programs, priorities, and funding needs.
- Researches, collects data, and writes approximately 8 grant proposals per month, including letters of inquiry, applications, renewals, and other funding requests.
- Works closely with department managers and program leadership to collect programmatic data, outcomes, budgets, financial information or documents, client information, and other materials required for proposals.
- Manages the proposal submission process to ensure all applications and required materials are complete and submitted accurately and on time.
- Develops and maintains an annual grants proposal and reporting calendar.
- Coordinates and follows up on submitted proposals, including tracking funding decisions, requests for additional information, and next steps.
- Develops an annual grants strategy in collaboration with the Senior Director of Development & Marketing and Senior Grant Writer.
- Conducts ongoing prospect research to identify, cultivate, and solicit new foundation, corporate, and government funding opportunities.
- Maintains accurate records of grant prospects, applications, awards, deadlines, reports, and funder communications.
- Prepares and submits timely and accurate grant reports in compliance with funder requirements.
- Maintains a strong understanding of Mosaic Family Services' history, mission, programs, services, and impact to effectively communicate the agency's work to funders.
- Identifies opportunities to renew, increase, and diversify institutional funding.
- Assists with other institutional fundraising initiatives and projects as requested.

Major Gifts

- Develops and implements the major gifts component of the annual development plan, with a focus on securing gifts of \$10,000 or more.

- Identifies, cultivates, solicits, and secures major gifts of \$10,000 or more from individuals, corporations, and other qualified prospects.
- Conducts prospect research to identify high-net-worth individuals and other qualified major gift prospects.
- Builds and manages a portfolio of major gift prospects and actively move prospects through identification, qualification, cultivation, solicitation, and stewardship.
- Develops individualized cultivation and solicitation strategies for major gift prospects in collaboration with the Senior Director of Development & Marketing.
- Conducts regular face-to-face and virtual meetings with current and prospective major donors to communicate Mosaic's mission, programs, impact, and funding priorities.
- Prepares and coordinates major gift solicitations, including developing funding proposals and making direct asks for gifts of \$10,000 or more.
- Identifies opportunities to upgrade existing donors and secure increased and renewed major gifts.
- Develops strategies to convert qualified annual donors and other supporters into major gift prospects.
- Provides meaningful and timely stewardship to major donors through personalized communications, impact reporting, gift proposals, briefing materials, personalized communications, meetings, and recognition opportunities.
- Maintains accurate and timely records of major gift activity, including prospect research, cultivation activities, meetings, solicitations, gifts, and stewardship to track major gift activities and progress toward annual fundraising goal.

Collaboration and Development Support

- Works collaboratively with the Development team, Finance, program managers, and agency leadership to ensure fundraising efforts align with organizational priorities.
- Translates program outcomes, client impact, and organizational priorities into compelling funding opportunities for institutional and individual donors.
- Ensures donor and funder information is accurately documented in the agency's donor database and tracking systems.
- Participates in fundraising meetings, strategy sessions, donor meetings, and agency events as needed.
- Represents Mosaic Family Services professionally with funders, donors, community partners, and other stakeholders.
- Assists with other fundraising projects and initiatives as requested by the Senior Director of Development & Marketing.

Qualifications and Skills

Required

- Bachelor's degree in nonprofit management, communications, business, marketing, public administration, or a related field; equivalent professional experience may be considered.
- 3–5 years of progressive experience in nonprofit fundraising, grant writing, development, major gifts, or a related field.
- Demonstrated experience researching, writing, submitting, and managing competitive grant proposals.
- Demonstrated experience securing philanthropic funding from foundations, corporations, government agencies, and/or individual donors.
- Experience cultivating and soliciting major gifts of \$10,000 or more or demonstrated experience managing a major gift portfolio.
- Ability to communicate effectively with donors, funders, executives, program staff, and community partners.
- Ability to manage multiple deadlines and priorities simultaneously.
- Strong attention to detail and commitment to accuracy.
- Ability to research complex information, analyze data, and translate program outcomes into compelling funding proposals and donor communications.
- Ability to work collaboratively with Finance, program leadership, and other departments to collect and interpret financial and programmatic information.

- Proficiency with Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Experience using a donor database or CRM system.
- Ability to maintain confidentiality and exercise sound judgment when handling donor, client, financial, and organizational information.
- Ability to work independently while also functioning effectively as part of a collaborative development team.

Preferred

- Experience with both institutional fundraising and individual major gifts.
- Experience with government grant applications and reporting.
- Experience working in a human services, social services, domestic violence, human trafficking, refugee services, or other mission-driven nonprofit organization.
- Experience using Bloomerang or another nonprofit CRM/database.
- Knowledge of the North Texas philanthropic community and local foundation and corporate funding landscape.

Core Competencies

- Commitment to Mosaic's mission and values
- Strong, clear, and concise written and communication skills
- Strong analytical and critical thinking skills
- Strong project management skills and organizational skills
- Adherence to confidentiality, ethical standards and judgment
- Research and fund development
- Relationship management

Work Environment

- Primarily office-based work environment with shared space
- Prolonged work in front of a computer at a desk
- Collaborative work in a unionized work environment

Salary & Benefits: \$60,000.00 annually

- Health Insurance (employer supplemented)
- Life and AD&D insurance (employer paid)
- Dental, vision, and supplemental insurance options
- Paid Time Off, Holidays, and Parental Leave
- Retirement matching
- Employee Assistance Plan (EAP)
- Employee discount program

About Mosaic Family Services

We support, educate, and empower the multicultural individuals and families of North Texas. We are dedicated to serving survivors of human rights abuses from around the world and within our community. We create access to opportunities for our clients, empowering them toward independence. We hope to equip future leaders with the skills to impact their own diverse communities for a stronger, more vibrant North Texas. We believe dignity is a human right. We believe that freedom is a human right. We believe that justice is a human right.

Mosaic Family Services is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, marital status, or any other characteristic protected by applicable federal, state, or local laws.

To apply for this position, please send a cover letter and resume to hr@mosaicfamily.org.