



Assistant Director of Development – Major Gifts

Become a part of leading Houston's premier nonprofit organization serving homeless young adults! The ideal candidate is an entrepreneurial quick starter with a demonstrated track record of securing major gift commitments, to garner philanthropic resources on behalf of

Covenant House Texas, part of the Covenant House international network, is committed to giving homeless youth a safe haven of absolute respect, unconditional love, and a path to lasting independence through housing and supportive services. This rewarding role is responsible for all facets of giving, including major gifts, grants, foundations, and sponsorships.

Specific Responsibilities:

- Responsible for fundraising activities to accomplish fund development while increasing fundraising capacity for Covenant House Texas.
- Develops and manages fundraising efforts through major and planned giving, annual giving, in-kind donations, corporate sponsorships, grants, special events, foundation and community relations in addition to prospect research and donor stewardship.
- Maintain a portfolio of current and prospective donors and identifies potential increases in giving levels by assessing, when possible, their giving potential, recommending target "ask" amounts, and develops strategies for soliciting the gift while maintaining a high volume of personal contacts and involvement activities.
- Oversees grant management and compliance.
- Work to promote program objectives by meeting with program staff and development staff to identify potential funding opportunities and create tailored asks for key major individual and corporate donors based on giving history, preference and information gathered through research and personal meetings.
- Arrange and/or conduct face-to-face visits, campus tours, solicitations, and other high-level interactions with major gift donors and prospects. Represent CHT at various functions.
- Prepare lists of prospective donor calls for Executive Director and/or Chief Development Officer and various Board Members and Development Committee members in relation to fundraising in Houston and other key Texas cities.
- Participate in the Development team's strategic planning processes and supports all key CHT fundraising events and donor cultivation events.
- Establish and ensure appropriate and meaningful donor recognition methods and manage the stewardship process for individual donors, including but not limited to acknowledgment letters, while tracking their donations.
- Communicate with selected donors (in person whenever possible) that resources have been used as intended and share results of donor investments or other relevant information to donors. Continue to communicate organizational updates, youth stories and other CHT information through a newsletter publication designed specifically for major donors.

- Maintain donor/prospect management system that includes information relating to major donors and a system for managing appropriate follow-up activities. Share with Chief Development Officer monthly.
- Devote meticulous attention to donor database, donor history and record keeping. All prospects/donor interactions will be added into the CHT donor database. Provide monthly reports to the Chief Development Officer.
- Identify and solicit potential candidates for Planned Giving cultivation, whenever possible and appropriate while cultivating donors and prospects. Keep bequest log current.
- Other duties or projects as assigned.

Position Requirements:

- Bachelor's Degree in business administration, marketing, public administration, or related field preferred.
- 5-7 years of progressively responsible fundraising experience in a Major Gift Program. Ability to identify, cultivate, solicit, and close major gifts as well as have a demonstrated history of achieving ambitious fundraising goals.
- Demonstrated ability to think strategically and possess understanding of "moves management" strategies and understanding the tactics required to build and manage a prospect pool.
- Experience in managing a substantial portfolio of five and six-figure prospects is necessary. An expert knowledge of current and evolving trends in philanthropy and major gifts is necessary. Preexisting professional relationships with Houston's philanthropic community is a plus.
- Ability to take direction, set priorities, balance demands of multiple tasks and meet deadlines.
- A high degree of initiative, flexibility, teamwork, and diligence.
- Excellent written and interpersonal communication skills.
- Flexibility with working hours including some evenings and weekends as needed.
- Proficiency in Microsoft Office, as well as experienced in accessing and entering database information and developing reports and pertinent donor information.
- Knowledge of basic finance and accounting principles.
- Must have a valid Texas Driver's License and driving record acceptable to the agency's insurance carrier.

Compensation Range: \$70,000 - \$85,000
Position Location: Onsite at 1110 Lovett Blvd, Houston, TX 77006
Interested Candidates: Email your resume to: slytle@covenanthouse.org

Covenant House Texas is a vaccinated employer. As such, prospective new hires will be required to provide proof of vaccination or be willing to receive the COVID-19 vaccination by date of hire to be considered, unless an exemption has been requested and approved.
Covenant House Texas.