



Job Title: Chief Development Officer
Type: Salaried, Full-Time
Reporting to: Chief Executive Officer
Location: Houston, TX
Schedule: *Candidate must be available some evenings and weekends for donor meetings and events, and must be able to travel to Guatemala, as well domestically, on occasion.*

Compensation Range: \$135,000 to \$145,000

Email resume applications directly to: badesope@faithinpractice.org

WHO WE ARE

The mission of Faith In Practice is to improve the physical, spiritual, and economic conditions of the poor in Guatemala through short-term surgical, medical, and dental mission trips and health-related educational programs. Our mission is based on an ecumenical understanding that as people of God we are called to demonstrate the love and compassion that is an outward sign of God's presence among us. Faith In Practice's life-changing medical mission is to minister to the poor, while providing a spiritually enriching experience for our volunteers.

JOB SUMMARY

The Development Director will create and implement a strategic fundraising plan toward CEO driven vision for Development and will build a sustainable infrastructure and team for supporting that plan. The Development Director will introduce new initiatives while enhancing and strengthening existing programs. This role oversees the fundraising, communications, and events initiatives and manages related staff.

LEADERSHIP & REPRESENTATION

- Provide ongoing Christian leadership to staff, volunteers and Faith In Practice partners to ensure that the spiritual focus of Faith In Practice is a key priority.
- Be able to comfortably articulate his or her faith in a variety of settings, always with respect and hospitality open to accepting all regardless of religious affiliation, if any.
- Represent Faith In Practice in relationships with partners, donors, volunteers and the Board of Directors.
- Work with Senior Management team to develop, evaluate and implement Faith In Practice's short- and long-range program strategies and operational plans.

KEY TASKS AND RESPONSIBILITIES

DEVELOPMENT & FUNDRAISING

- Create fundraising plan building upon current activities.
- Increase individual giving by expanding fundraising strategies.
- Build relationships with individual mid-level donors, congregations, granting organizations, and other new potential donors and fundraisers. Maintain ongoing communications with prospective and current donors.
- Identify and prospect major donors for CEO.
- Lead grant process from identification of prospects, writing the applications or proposals and reporting to ongoing cultivation with churches and family foundations.
- Oversee the peer-to-peer fundraising program, Share The Mission.
- Oversee and develop -planned and monthly giving programs.

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- Evaluate fundraising campaigns and activities.

COMMUNICATIONS & EVENTS

- Manage content for social media, newsletters, website, and other print and online communications.
- Oversee and support team in the development of materials to promote and support peer-to-peer, monthly, and planned giving programs, assuring standards of quality and excellence throughout materials.
- Oversee support and facilitate CEO and development staff collaboration for planning fundraising events and donor receptions.

MANAGEMENT & ADMINISTRATION

- Recruit, train and manage fundraising, communications, and events staff.
- Maintain working knowledge of volunteer database functions, queries, and reports.
- Work with Salesforce Administrator to develop strategies on how to best use database to track prospective and current donors, and to build custom reports as needed.
- Manage the Development and Communications budget and fundraising income programs.

EDUCATION AND EXPERIENCE

- Bachelor's degree in business, communications, non-profit management, or related field
- 5-7 years progressive experience to include management preferably in not for profit.
- Demonstrated experience in strategy development, project management and people management.
- Strong English language skills including excellent presentation and writing skills.
- Candidates must possess a strong Christian faith and an understanding of the mission. Those with connections to Guatemala, or a heart for that country, are strongly encouraged to apply.

A leading candidate will have the following competencies:

- Proven organizational skills, strong written and verbal communications skills, and the ability to work in a dynamic environment with frequent concurrent deadlines.
- Strong project management skills to facilitate timely delivery of complex projects involving multiple stakeholders in a low resourced setting.
- Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting.
- Thrives in a highly collaborative environment while also possessing the ability to work well independently with minimal supervision as a direct contributor for each area of responsibility as needed.
- Strong management, team building, and conflict resolution skills required to include a commitment to mentoring, training, and retaining staff an onboarding new staff.
- Proficient in Word, Excel, PowerPoint and other basic programs. Knowledge of Mail Chimp and experience working with databases preferable. Experience with Salesforce a plus.