



## Nonprofit Development Manager

**Location:** Houston, TX  
**Salary Range:** \$45,000 - \$55,000

### Position Overview:

The Development Manager is pivotal in advancing the mission of Feed the Soul Foundation through robust support of fundraising initiatives, donor engagement, and grant writing. Reporting directly to the Executive Director, this role demands exceptional communication skills, strategic insight, and proactive efforts to secure funding while cultivating meaningful relationships with stakeholders.

### Key Responsibilities:

- **Prospecting & Donor Outreach:**
  - Conduct **75-100 calls and emails per week** to prospective donors, corporate sponsors, and community partners.
  - Maintain an **engagement rate of at least 20%** for securing meetings or commitments.
  - Track outreach efforts and follow-ups with current and prospective donors.
- **Grant Writing & Fundraising:**
  - Research and write **3-5 grant proposals per month**, targeting foundations, corporations, and government entities.
  - **Maintain a success rate of 30-40%** in securing grant funding.
  - Assist in developing annual fundraising campaigns and donor stewardship initiatives.
- **Donor Relations & Event Support:**
  - Manage donor communications, ensuring timely follow-ups and sustained engagement.
  - **Maintain accurate donor records** and prepare impact reports.
  - Provide support for fundraising events, including sponsorship outreach and logistics coordination.
  - Collaborate with **individuals and external organizers** hosting fundraising events for Feed the Soul Foundation, offering guidance, materials, and promotional assistance.

**Qualifications:**

- Bachelor's degree or equivalent experience in nonprofit management, communications, business, or a related field.
- 3-5 years of experience in fundraising, grant writing, donor relations, or sales.
- Strong proficiency in CRM software, Microsoft Office, and fundraising platforms.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.

**Benefits:**

- Competitive salary commensurate with experience.
- Opportunities for professional development and industry-specific growth.
- Flexible hybrid work environment accommodating work-life balance.

**Incentive Structure:**

- 5% bonus upon achieving 90% of the annual fundraising target.
- 10% bonus upon achieving 100% of the annual fundraising target.
- 15%+ for exceeding stretch goals or securing multi-year major gifts. *(this is to balance cash metrics with relationship-building goals (e.g., number of new funder meetings, re-engagements, etc.), especially in Year 1.)*

**How to Apply**

If you are passionate about advancing equity in the culinary industry and have the skills to strengthen our fundraising efforts, we'd love to hear from you. Please email your resume or CV to Executive Director, Juana Collins, at [juana.collins@feedthesoulfou.org](mailto:juana.collins@feedthesoulfou.org) with the subject line: Development Manager Application – [Your Name].