

DEVELOPMENT MANAGER

Full-time, exempt

Reports to Executive Director

\$70K-80K DOE

POSITION OVERVIEW

The Development Manager is responsible for working in partnership with the Executive Director to develop and then will lead the execution of a comprehensive annual and long-term strategy to sustain and expand philanthropic support for Friends of the Children – Houston. This includes cultivating and stewarding relationships with individual donors, foundations, corporations, and government agencies. Reporting to the Executive Director, the Development Manager will collaborate with the team including a Development Intern, national grant writing and marketing team, and Board Development Committee.

This position is ideal for both emerging and experienced development professionals. It offers a challenging opportunity to advance skills and build a successful fundraising program with potential for career and salary growth. The role may be expanded for a seasoned fundraiser who wants to lead and significantly impact philanthropy for Friends-Houston's mission as a Director of Development.

ABOUT FRIENDS OF THE CHILDREN HOUSTON

Friends of the Children – Houston (Friends-Houston) is a nonprofit dedicated to impacting generational change by empowering youth facing the greatest obstacles through relationships with long-term professional mentors from kindergarten through high school, for 12+ years, no matter what. These full-time paid mentors, we call Friends, give 1:1 weekly support in the home, classroom, and community to ensure healthy social and emotional development, safety, educational success, and the overall well-being of their youth. Friends-Houston utilizes a two-generation approach that includes working with parents to set and achieve their own goals, access resources, and build protective factors needed to stabilize families and break the cycle of generational poverty.

Friends-Houston, launched in March 2023, brings over 30 years of successful experience and extensive research from our national network demonstrating the effectiveness of our innovative approach to long-term mentorship.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Development Manager works in close partnership with the Executive Director to develop and execute strategic fundraising programs to reach established fundraising goals and achieve revenue targets.

Fundraising and Donor Cultivation (50% of job)

- Work with Executive Director to create and implement a strategy to identify and facilitate an increase in individual and corporate donors.
- Make direct, face to face, solicitations from individuals, and follow-up visits and phone calls to thank donors.
- Secure gifts and in-kind donations to support direct services (dinners for families, admission to extracurricular activities for children, etc.)
- Develop and implement a comprehensive donor stewardship program, including managing the donor data to track gifts, donor interactions, cultivate relationships, identifying major gift prospects, ensure donor data integrity.
- Manage and grow recurring / annual giving campaigns including Giving Tuesday, Words & Wonders Summer, and year-end giving.
- Facilitate a strategy for grant revenue, collaborating with Executive Director and National grant writing team for major requests.

Data Management and Reporting (10% of job)

- Oversee all aspects of donor data management, ensuring the accuracy and timeliness of information within Friends-Houston's CRM (Bloomerang); specifically, accurately recording all donor interactions, including gifts, acknowledgement, communications, volunteer activities, and event attendance.
- Utilize the CRM to segment donors, identify giving patterns, and personalize communications for maximum impact.
- Track and assess annual development plan/fundraising campaigns, provide analysis and reporting on progress towards development priorities and goals, including completing regularly requested reports on fundraising updates for the Executive Director and Board of Directors.

Communications/Events (40% of job)

- In partnership with the Executive Director be a representative for Friends – Houston, to engage public relations, donor relationships, fundraising events, and other community events.
- Work with board, event committees, and staff to implement donor cultivation events such as Cocktails with Friends, Mahjong with Friends, Coffee with Friends, and other cultivation events.

- Plan, supervise, and execute the development of new fundraising events in partnership with the Executive Director and board. Cultivate the new relationships formed at these events including post event follow-up.
- Manage donor communications in collaboration with the Executive Director and national marketing team, including newsletters, social media campaigns, and annual report content.
- Maintain consistent branding and messaging to highlight the impact of Friends Houston.

Other duties as assigned

SKILLSET AND ATTRIBUTES

- Passion for the mission of Friends - Houston to uplift youth and families impacted by systemic barriers, poverty, and other challenges.
- Accountable, self-motivated, driven, curious, and willing to do what it takes in pursuit of the team's goals.
- Strong organizational and time management skills with the ability to manage multiple priorities and meet deadlines.
- Maturity, integrity, professionalism, and the ability to foster and promote relationships and partnerships within the community. Experience to earn the trust and confidence of donors, board members, and community partners.
- Skilled communicator, comfortable speaking to a crowd, and making direct ask from donors of all giving levels.

REQUIRED QUALIFICATIONS

- Bachelor's degree or equivalent experience in nonprofit management, fundraising, communications, or related field.
- Excellent and persuasive communications skills (written, visual, oral.)
- The ability to build relationships and connect with donors and community partners on a level that is professional and highlights stories of Friends-Houston's impact in a compelling manner.
- Record keeping and data management skills.
- Experience planning and executing campaigns and events.
- Proven record of conducting successful events and engagement activities.
- Knowledge and use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.).
- Experience with donor management CRMs (Bloomerang a plus), Canva (or similar).
- Ability to pass a criminal background check and initial drug screening.

PREFERRED QUALIFICATIONS

- A proven record of success as a fund-raising professional, including experience soliciting and closing gifts of \$25,000 or more.

- Experience researching and writing grants.
- Strong knowledge of local corporate and foundation community.
- Experience working in a fast-paced entrepreneurial mission-based environment.

WORKING CONDITIONS AND PHYSICAL DEMANDS

This is a full-time salaried exempt position. Must be available Monday through Friday, with some evenings and weekends. Hybrid remote work depending on organizational needs. Regular travel to locations in the community to support presentations, network, attend events, and meet with donors. Ability to lift, carry, push, and/or pull objects weighing up to 50 pounds.

SALARY & BENEFITS

Salary commensurate with experience; \$70,000 - \$80,000 DOE.

- 100% Employer paid medical, dental, and vision
- 100% Employer paid Long Term Disability, AD&D, and Life Insurance
- Three weeks paid vacation, two weeks paid sick leave, 12 paid holidays, additional team earned time off
- 401(k) with 3% employer match (immediately 100% vested)
- 8 weeks of paid parental leave (birth, adoption, foster)
- Cell Phone Stipend
- Employee Assistance Program for staff and their families

To apply please include both a *separate* cover letter and resume to the following link:

<https://friends-of-the-children-houston.hiringthing.com/job/963126/development-manager>