



**Job Title:** Director of Donor Engagement (Hybrid)

**Starting Salary Range:** \$92,412 - \$115,515

**Apply online:** [www.houstonfoodbank.org/about-us/employment/](http://www.houstonfoodbank.org/about-us/employment/)

**POSITION SUMMARY:**

The Director of Donor Engagement is responsible for leading the donor engagement team to sustain and grow Houston Food Bank's individual, foundation, corporate, and government donors. This includes overseeing the grants team as well as all events (fundraising, community, and stewardship). This role manages a portfolio of donors and prospects; formulates strategies to solicit restricted and unrestricted gifts and sponsorships for special events, and provides oversight and support for volunteer engagement for corporate donors.

Adhere to PACT values. (Purpose: Using our strengths passionately to contribute to our mission. Accountability: Choosing to rise above one's circumstances and showing ownership to achieve results. See It. Own It. Solve It. Do It. Courage: Standing up for what's right and acting. Transparency: Doing things openly and honestly.)

**ESSENTIAL JOB FUNCTIONS:**

1. Collaborates with the Chief Development Officer (CDO) to develop a vision and strategy to manage and execute all fundraising, cultivation, and stewardship events.
2. Creates and maintains the Donor Engagement Team's budget as well as tracks and reports metrics, and monitors excellence in customer service.
3. Creates monthly and annual revenue targets for team members and ensures they have a pipeline of prospects to meet those targets.
4. Oversees the grant team and provides overall strategy and support to achieve annual grant fundraising goals.
5. Coaches and guides team members to meet goals and targets.
6. Works to expand and engage HFB's prospect pool to increase the level of both program-specific and unrestricted gifts.
7. Oversees the optimization and development of corporate volunteer relationships as well as the management of third-party events, food drives, and fund drives.
8. Works closely with program staff to understand projects in need of funding.
9. Coordinates fundraising efforts with the other development staff as needed.
10. Serves as a member of the CDO's immediate leadership team as well as HFB's larger director-level leadership team.
11. Stays abreast of philanthropic, economic, social, and community trends related to the Food Bank; ensures that the staff is informed of changes in trends and initiatives that might impact the organization.

**SUPERVISORY RESPONSIBILITIES:**

Manages two (2) or more direct reports by providing guidance and/or oversight to employees and/or contractors. Develops and maintains roles, responsibilities, and expectations. Practices performance management in support of employee development and perform administrative duties associated with being a people manager. Responsibilities include interviewing, planning, assigning, directing work, and resolving problems. Responsibilities also include sponsoring and participating in and/or supporting project teams sponsored by other management team members.

**Requirements**

**QUALIFICATIONS:**

**Education/Experience:**

- Bachelor's degree from an accredited four-year college or university in Liberal Arts, Public Relations, Business, or a closely related field.



- 5-10 years of fundraising experience, preferably with large events.
- 5-10 years of management experience.
- Budgeting experience.
- Experience building donor relationships.
- Experience with corporate and foundation gifts preferred.
- Experience securing six-figure gifts preferred.
- Raiser's Edge experience preferred.

**Certificates, Licenses, and Registrations:**

- Certified Fund Raising Executive (CFRE) preferred.
- Must have reliable transportation, a valid driver's license, and insurance.

**Special Knowledge/Skills/Abilities:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. (For best performance, the job holder in this position would be expected to show the right knowledge, skills, and abilities in the listed areas.)

- Proficient in Raiser's Edge or a similar relationship management solution, Microsoft Outlook, Word, PowerPoint, and Excel.
- Ability to work with a diverse population, including the public, donors, and neighbors.
- Strong financial management skills, including budgeting and cost control strategies for events.
- Demonstrated ability to identify, cultivate, solicit, close, and nurture gifts at the six-figure level.
- The ability to organize and prioritize fundraising activities effectively across the organization.
- Ability to build and facilitate relationships at all levels of the organization, both internally and externally.
- Excellent interpersonal skills, with the ability to collaborate effectively with cross-functional teams and external partners.
- Excellent verbal and written communication and presentation skills.
- A proven strategic thinker and manager who promotes teamwork, creativity, and open communication.
- Ability to work on multiple projects simultaneously on a variable schedule based on project demand.

**COMPLIANCE:**

Carries out responsibilities in accordance with HFB policies, state, and federal law. Ensure compliance with regulatory, fundraising, and reporting requirements.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability needed. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. (For best performance, the jobholder in this position would be expected to show the right knowledge, skills, and abilities in the listed areas.)

**COMPETENCIES:**

Cultivates Innovation / Instills Trust / Drives Engagement / Situational Adaptability / Balances Stakeholders / Strategic Agility / Strategic Mindset / Builds Networks / Builds Effective Teams / Financial Acumen / Drives Vision & Purpose / Demonstrates Self Awareness

**PHYSICAL REQUIREMENTS:**



The physical requirements described here are representative of those that must be met by an associate to successfully perform the essential functions of the job. While performing the duties of the job, the associate is required daily to analyze and interpret data, communicate, and remain in a standing or stationary position for a significant amount of the workday; and often access, input, and retrieve information from the computer and other office productivity devices. The associate must regularly move about the office and around the facility, use hands, wrists, and fingers to grip, type, and write. The employee must frequently lift 10 pounds. The associate will need to have the average ability to hear horns, warnings, and alerts associated with a warehouse. The associate must occasionally travel to other sites for business.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those associate encounters while performing the essential functions of this job. While the job is generally performed in an enclosed office environment, the associate is occasionally exposed to freezers, enclosed and/or tight spaces, wet and/or humid conditions, areas in which moving mechanical parts, fumes, toxic or caustic chemicals are present, strong food-related smells, and outside weather conditions. The noise level in the office environment is typically quiet, but the associate will be occasionally exposed to loud noise levels (e.g., horns, fans).

**TRAVEL REQUIRED:**

This role supports all hours of operations at the Houston Food Bank facilities as necessary and requires a flexible work schedule.

\*Is legally able to work in the United States.