



SENIOR DIRECTOR OF DONOR DEVELOPMENT

Houston Christian Broadcasters (KHCB) | Houston, Texas

ORGANIZATION OVERVIEW

KHCB Radio is a Christ-centered, nonprofit broadcast ministry that has served the greater Houston area and beyond for more than 60 years. Operating without commercial advertising, KHCB is funded entirely by the generosity of listeners and donors who share its conviction that Christian radio has a unique and vital role in the spiritual lives of individuals and families.

What began as a single FM signal in 1962 has grown into one of the most expansive Christian radio networks in the South — 43 English-language stations spanning Texas, Louisiana, Arkansas, Oklahoma, and Florida, plus a 16-station Spanish-language network (Radio Amistad), a Chinese-language ministry broadcasting in Mandarin and Cantonese, and a global digital audience through the KHCB app. The station has been completely debt-free since 1969 and has never run an on-air fundraiser — a testament to the depth of donor trust KHCB has built over generations.

Under renewed leadership, KHCB is in a season of strategic transformation — refreshing its brand, modernizing its technology, and casting a bold vision for the future of Christian broadcast ministry. Houston is one of the most generous and spiritually engaged markets in the country, and KHCB's loyal, long-tenured listener base represents significant untapped opportunity for relational fundraising growth.

More information is available at: khcb.org

POSITION OVERVIEW

The Senior Director of Donor Development is KHCB's first and founding development officer, reporting directly to the President & CEO and serving as a member of the executive leadership team. This is a pioneering role — KHCB is building its donor development function from the ground up, and the person who steps into this position will have the rare opportunity to architect something that does not yet exist.

This is not a program management role. It is a relationship-first, field-facing ministry position that requires the warmth of a pastor, the strategic mind of an advancement professional, and the entrepreneurial drive of a builder. The Senior Director will design and execute a comprehensive donor development strategy, personally manage a portfolio of major donors, direct all donor-

facing communications, and serve as a compelling ambassador for KHCB's mission across the Houston community. The ideal candidate will be energized — not daunted — by a clean sheet of paper.

DUTIES AND RESPONSIBILITIES

Donor Strategy & Major Gifts

- Design and implement a comprehensive, data-informed donor development strategy covering acquisition, retention, and cultivation across all giving levels
- Personally manage a portfolio of major donors and prospects, with a commitment to regular face-to-face visits and relationship-driven stewardship
- Partner with the CEO to cultivate, solicit, and steward transformative gifts from key high-capacity donors
- Lead and execute on-air pledge drives and special fundraising campaigns in collaboration with programming leadership
- Begin readying the organization for a facility capital campaign, including identifying lead gift prospects and developing a preliminary case for support

Donor Communications

- Direct all donor-facing communications — appeal letters, email campaigns, acknowledgment correspondence, and donor publications — ensuring each reflects KHCB's Christ-centered voice and mission
- Craft compelling donor response messaging that connects listener impact to giving motivation
- Oversee digital fundraising channels, including email and web-based donor engagement tools

Data & Systems

- Maintain rigorous donor database hygiene and system integrity to ensure the accuracy of all donor records
- Conduct ongoing analysis of donor file trends — segment performance, attrition rates, giving patterns — to guide strategy refinement
- Develop and present regular donor performance reports to the CEO and board
- Establish efficient processes for gift acknowledgment, donor communications, and performance tracking

Team & Organizational Leadership

- Serve as the internal champion for a culture of biblical generosity and donor-centered ministry
- Manage the donor development budget, ensuring strategic deployment of resources
- Ensure compliance with IRS, USPS, and applicable state regulations governing nonprofit donor communications and gift processing

- Oversee intern programs and future team members as the development department grows

QUALIFICATIONS AND SKILLS

- 5+ years of progressive experience in donor development, fundraising, or nonprofit advancement; experience within a Christian media organization preferred
- Demonstrated track record of managing major donor relationships and achieving measurable fundraising growth
- Entrepreneurial self-starter who thrives in the absence of existing systems and finds energy in building from the ground up
- Natural, non-pressuring approach to donor engagement that builds authentic trust and partnership
- A genuine, maturing Christian faith with deep alignment to KHCB's mission and comfort engaging donors in spiritual conversation, including the ability to pray with and for donors
- Exceptional written and verbal communication skills, with the ability to craft donor messaging that reflects the organization's voice and inspires action
- Experience with CRM/donor management systems and database-driven fundraising strategy
- Ability to operate across the full spectrum of development tasks — from major donor cultivation to gift acknowledgment — as the sole development professional in the early seasons
- Bachelor's degree required; advanced degree or CFRE preferred

WHAT IS OFFERED

KHCB offers a competitive salary commensurate with experience between \$130-145k, a comprehensive benefits package, and the opportunity to build a development program from the ground up at one of the most trusted Christian broadcast ministries in the country — in one of the most generous philanthropic markets in the United States.

This position is based in Houston, Texas.

***A more comprehensive document describing the opportunity is available upon request. If you are aware of qualified individuals for this opportunity, please contact us at your earliest convenience.**

For more information, please contact:

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