ORANGE DOOR
CONSULTING

DIRECTOR OF DEVELOPMENT JOB DESCRIPTION

Position Title: Director of Development
Reporting Structure: Reports to the Executive Director
Location: Houston, Texas
Employment Type: Full-time

Orange Door Consulting is conducting a confidential search for a growing $2M workforce development nonprofit organization in the greater Houston area. Due to the confidential nature of this search, organizational details will be shared with selected candidates as the process advances.

Who We Are

We are a rapidly growing, mission-driven nonprofit dedicated to transforming lives and creating pathways to long-term success for the individuals we serve. Over the past several years, our organization has experienced significant growth in both impact and revenue and is entering an exciting new phase of expansion.

Our foundation is built on excellence. We believe every interaction with our organization should reflect an extraordinary level of care, professionalism, and intentionality. Whether serving our clients, engaging a donor, hosting an event, or stewarding a community partner, we strive to create experiences that leave people saying "wow!"

As we prepare for future growth, we are seeking a Director of Development who can build the fundraising infrastructure necessary to support our next chapter of growth while maintaining the exceptional standards that define our culture.

What We Need

We are seeking an experienced, relationship-focused Director of Development to lead all fundraising efforts for the organization.

This is a unique opportunity for a high-performing fundraising professional who wants to build something meaningful. As the sole development leader, you will be responsible for creating and executing a comprehensive fundraising strategy across individual giving, major gifts, corporate partnerships, grants, donor stewardship, and special events.

This role is both strategic and highly hands-on. You will personally manage key donor relationships, lead fundraising efforts, coordinate stewardship initiatives, oversee the grant strategy, and drive revenue growth while ensuring every donor experience reflects the organization's commitment to excellence.

A critical responsibility of this position is building the fundraising framework that will support future growth. The systems, processes, donor strategies, stewardship practices, event standards, and development infrastructure established in Houston will serve as the model for the future.

This is an exceptional opportunity for a fundraising leader who wants to leave a lasting organizational legacy while positioning themselves for future leadership growth as the organization expands.

Key areas of responsibility include:

- Develop and execute a comprehensive fundraising strategy aligned with organizational growth goals
- Grow and manage a portfolio of individual and major gift donors
- Cultivate, solicit, and steward high-capacity donors through meaningful and personalized engagement
- Build and maintain strong relationships with Houston-area philanthropists, community leaders, corporate partners, and foundations
- Develop and oversee the organization's grants strategy, including prospecting, application coordination, reporting, and stewardship
- Lead development planning and revenue forecasting
- Oversee and execute the organization's signature fundraising events, including its annual gala and golf tournament
- Ensure every donor interaction, stewardship touchpoint, and fundraising event reflects a culture of excellence
- Establish fundraising systems, moves management, reporting processes, and development infrastructure that can be replicated
- Track fundraising metrics and provide regular performance reporting
- Ensure exemplary stewardship of all donors and funding partners

Who You Are

You are a relationship builder first.

You genuinely enjoy meeting people and cultivating connections that matter. You understand that successful fundraising starts with trust, authenticity, and consistent stewardship.

You are also someone who holds exceptionally high standards. You notice details others miss and believe great organizations distinguish themselves through excellence in both large and small moments. Whether hosting a donor meeting, planning an event, writing a stewardship letter, or preparing a board presentation, you take pride in delivering work that exceeds expectations.

You are energized by growth and excited by the opportunity to build a development program that will become the model for an expanding organization.

You bring:

- Exceptional relationship-building and interpersonal skills
- Strong major gift fundraising experience
- Experience cultivating and managing donor portfolios
- Excellent verbal and written communication skills
- High standards for quality, execution, and professionalism
- Strong organizational and project management capabilities
- Ability to work independently and thrive in an entrepreneurial environment
- Experience managing multiple fundraising channels simultaneously
- Strategic thinking combined with hands-on execution
- Passion for mission-driven work and measurable impact
- Deep appreciation for donor stewardship and personalized engagement
- Existing relationships and visibility within the greater Houston philanthropic community preferred

What You Have Achieved

- 7+ years of nonprofit fundraising experience
- Successfully managed fundraising portfolios supporting nonprofit organizations with annual revenues of $2 million or greater
- Raised significant revenue through individual giving and major gifts
- Built and maintained strong relationships with donors, community leaders, and philanthropic partners
- Designed and executed successful donor cultivation and stewardship strategies
- Secured funding through a combination of major gifts, events, grants, sponsorships, and annual giving efforts
- Led fundraising events that met or exceeded revenue goals
- Developed or significantly improved fundraising systems, processes, and development infrastructure
- Demonstrated success working independently and delivering results with limited internal resources
- Partnered effectively with executive leadership and boards to advance fundraising goals

Success in This Role Will Look Like

- Consistent achievement and growth of annual fundraising goals
- A thriving and expanding major donor pipeline
- Strong donor retention and stewardship outcomes
- Increased philanthropic investment from individuals, foundations, and corporate partners
- Highly successful annual fundraising events that create memorable donor experiences

- A comprehensive and sustainable development program built for long-term growth
- Fundraising systems and best practices documented and prepared for replication in future markets
- The organization's Houston fundraising model successfully positioned for expansion and replication
- Donors, board members, and community partners consistently describing their experience with the organization as exceptional

Salary and Benefits

- Salary range: $90,000 - $120,000
- Organization pays 75% of employee medical insurance premiums
- Dental, vision, disability, and life insurance available at employee expense
- Five weeks of PTO
- Full-time position based in the greater Houston area
- Growth and advancement opportunities as the organization expands

Application Process

This is a confidential search being conducted by Orange Door Consulting. Qualified candidates should submit a resume and cover letter for consideration to **recruitment@orangedoorconsulting.com**. Applications will be reviewed on a rolling basis, and interested candidates are strongly encouraged to apply as soon as possible. The search process has already begun and early applicants will receive priority consideration.