



## **PROJECT ROW HOUSES**

### **PROJECT ROW HOUSES (PRH)**

#### **POSITION: Director of Development**

#### **STATUS: Full-time | Exempt**

The **Director of Development (DoD)** will have primary responsibility for all aspects of the organization's fundraising and will serve as a key member of the leadership team. Reporting to the Executive Director, the ideal candidate will have extensive fundraising skills and experience in creating and leading fundraising strategies, campaigns and initiatives at all donor levels. They will bring established relationships and a demonstrated ability to build new ones while securing major gifts, corporate partnerships, and institutional grants. The DoD and their team will be responsible for achieving fundraising goals of \$3.5M in the current fiscal year as well as year over year growth. The ideal candidate will have experience in and passion for raising funds for the arts.

**Project Row Houses** is a community platform that enriches lives through art with an emphasis on cultural identity and its impact on the urban landscape. We engage neighbors, artists, and enterprises in collective creative action to help materialize sustainable opportunities in marginalized communities. Project Row Houses occupies a significant footprint in Houston's Historic Third Ward, one of the city's oldest African-American neighborhoods. The Project Row Houses model for art and social engagement applies not only to Houston, but also to diverse communities around the world.

**HOW TO APPLY:** For confidential consideration, please submit your cover letter and resume to [hr@projectrowhouses.org](mailto:hr@projectrowhouses.org); applications without a cover letter will not be considered. Applicants whose candidacy is being considered will be contacted.

Start date is as early as April 15, 2025; candidates will be considered on a rolling basis.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Strategic Development & Donor Engagement**

- Develop an annual fundraising plan and successfully execute strategies to achieve goals and objectives of the plan. This includes overseeing grants, individual giving, special events, and corporate support.

- Drive the operations required to support fund development efforts including database management, data analysis, donor acknowledgement, SOPs, and more.
- Cultivate and manage relationships with high-net-worth individuals, corporate partners, and community stakeholders to secure funding for PRH's mission, including managing a portfolio of donors that includes key major individual and institutional donors.
- Support the Executive Director in developing and maintaining a portfolio of key major individual and institutional donors.
- Develop and monitor metrics for tracking and improving fundraising outcomes to report to the Executive Director and the Board of Directors.
- Identify and pursue new funding opportunities for the organization in addition to nurturing existing philanthropic support.
- Work closely with PRH program leadership to develop fundraising strategies that align with goals for programmatic growth.
- Communications & Marketing functions for the organization are situated within the Development Department – this person will lead strategy and direct any staff and consultants engaged in branding, messaging, digital marketing, and PR, integrating both fundraising and programmatic needs.

### **Leadership, Management & Collaboration**

- Participate in strategic planning and organization-wide initiatives as part of the Senior Leadership Team.
- Equip the Executive Director with targeted strategies, donor insights, and engagement tools to facilitate solicitations.
- Set measurable fundraising goals and report on progress regularly.
- Supervise and mentor a team of direct reports; manage consultants as needed.
- Facilitate and support the work of the Development Committee.
- Collaborate with the Director of Finance on reporting and projections.
- Act as a representative of Project Row Houses in the community.

Other duties that may arise from time to time in support of the fundraising team and the mission.

**KNOWLEDGE, SKILLS, AND ABILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong organizational, project management, and time management skills.
- Able to manage budgets, monitor cash flow, and maintain detailed records of invoices, expenses, and event income.
- Attention to detail and follow-through.

- Ability to receive instruction and constructive feedback, and an interest in learning new skills and subject matter as the need arises.
- Excellent verbal and written communication skills and the ability to work cooperatively with diverse groups and with a community-based organization.
- Ability to lead and manage a team.
- Passion for the mission, vision and values of Project Row Houses.

## **EDUCATION/EXPERIENCE:**

We strongly encourage people from backgrounds and communities historically underrepresented in the fundraising profession to apply and note that the ideal applicant might not have a background and experience that matches these qualifications exactly.

Minimum qualifications:

- Bachelor's Degree or equivalent work experience.
- 7+ years of experience in nonprofit fundraising, or a related field that the candidate can demonstrate utilized the skills necessary for this position.
- A proven track record in managing staff and overseeing all fundraising efforts across an organization.
- Experience managing a CRM database and analyzing donor data.
- Experience with Microsoft Office suite.

Preferred qualifications:

- Experience in an arts organization and/or a community-based organization.
- Special event production and management.

## **WORKING CONDITIONS: (PHYSICAL DEMANDS, TRAVEL, HOURS, AND ENVIRONMENT)**

- This is a full-time (40 hours), exempt, salaried position, with full benefits package.
- Characterized as primarily sedentary work requiring exertion up to 10 pounds of force to lift, carry, push or otherwise move objects.
- Some duties will be performed in a traditional office environment; duties may also be conducted in a variety of nontraditional community settings.
- The position is not likely to require travel outside the greater Houston area.
- PRH is currently operating on a hybrid schedule; this position is expected to be in the office at least 3 days per week.
- Some evenings and weekends will be required in conjunction with events.

**SALARY RANGE: \$100K-\$110K**

**ORGANIZATIONAL RELATIONSHIPS**

Department: Development

Reports to: Executive Director

Supervises: Senior Advisor – Strategy & Research, Major Gifts Officer,  
Development Associate

Supports: All departments & Board of Directors

Peer collaboration/communicates with (internal, external): Staff across  
departments, Board of Directors, fundraising consultants, PR & marketing  
consultants, special event consultants

Project Row Houses (PRH) is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.