



Philanthropy Manager

Help build one of Texas' leading recovery organizations.

Reports to: Chief Philanthropy Officer

Location: Houston, Texas

Employment Type: Full-Time

Salary: Approximately \$55,000 annually, depending on experience

About Sharpen Recovery

Sharpen Recovery is Texas' largest accredited recovery housing organization by number of locations, offering housing, support, and Christ-centered community for men and women in the Greater Houston area recovering from drug and alcohol addiction.

Over the next several years, Sharpen is expanding its impact through new communities, new partnerships, new programming, and significant fundraising growth. We're building an organization capable of changing thousands of lives.

Position Summary

Sharpen Recovery is seeking a Philanthropy Manager to support the execution of its growing philanthropy efforts.

Working closely with the Chief Philanthropy Officer as part of a small, collaborative team, this role will support grants, donor stewardship, reporting, research, communications, and other strategic priorities. Responsibilities will be carried out in partnership with the Chief Philanthropy Officer, with regular collaboration across finance, leadership, program staff, and external partners.

Primary Responsibilities

- **Grant Writing:** Develop and manage compelling grant proposals, reports, supporting documentation, and funding submissions throughout the grant lifecycle.
- **Communications:** Create donor newsletters, presentations, donor correspondence, impact reports, and other fundraising communications that advance Sharpen Recovery's mission.
- **Stewardship:** Coordinate donor communications, site visits, stewardship activities, and philanthropy events to strengthen donor engagement and relationships.
- **Research:** Identify prospective foundations, corporations, and individual donors while monitoring funding opportunities and philanthropic trends.
- **Project Management:** Manage grant calendars, deadlines, and cross-functional projects to ensure work is completed accurately and on schedule.
- **Fundraising Assets:** Maintain and continuously improve the philanthropy sourcebook, organizational messaging, statistics, participant stories, outcomes, and donor-facing collateral.
- **Data & Reporting:** Maintain accurate donor records, spreadsheets, CRM data, dashboards, and outcome reporting to support fundraising, stewardship, and organizational decision-making.
- **Collaboration:** Partner across departments and with external stakeholders to execute strategic fundraising initiatives that support organizational growth and expansion.
- **Systems:** Build templates, workflows, and operational processes that improve efficiency and help scale the philanthropy department.
- **Executive Support:** Support the Chief Philanthropy Officer by coordinating priorities, preparing materials, and ensuring deadlines and follow-up items remain on track.
- **Other Duties:** Perform additional responsibilities as assigned in support of Sharpen Recovery's mission and continued growth.

What We're Looking For

Experience & Skills

- Bachelor's degree preferred.
- Some experience in nonprofit development, fundraising, grant writing, or communications.
- Strong writing, editing, research, and organizational skills.
- Ability to create polished presentations and donor-facing materials.
- Strong technology aptitude and comfort with Google Workspace, Microsoft Office, and Canva.
- Experience with Bloomerang or a similar CRM is a plus, but not required.
- Comfortable leveraging AI tools to improve research, writing, and productivity.
- Sound judgment and discretion when handling confidential information.
- Ability to sign the Statement of Faith and support the organization's Christ-centered mission.

The Right Person

The ideal candidate is highly dependable, organized, and resourceful. They value accuracy, anticipate needs, and take genuine ownership of getting important work completed. They have a strong work ethic, follow through on commitments, and take pride in producing exceptional work. They are systems-minded and enjoy building infrastructure that helps organizations grow and scale.

They are self-directed and able to function with limited guidance while also welcoming direct, detailed feedback as an opportunity to improve. They communicate exceptionally well, enjoy solving problems, and continuously look for ways to strengthen processes, materials, and outcomes.

They pursue excellence, contribute positively to Sharpen's unique culture, and are excited to help build a philanthropy department capable of supporting ambitious fundraising goals. Above all, they are motivated by Sharpen Recovery's Christ-centered mission and the opportunity to help more individuals and families find lasting freedom from drug and alcohol addiction.

What We Offer

- Competitive health, dental, and vision insurance
- Optional Health Savings Account (HSA)
- 403(b) retirement plan with a 3% company match
- Paid time off, including vacation, holidays, and a floating holiday
- Flexible work arrangements
- Quarterly team-building activities
- Company-supplied computer and technology
- Mileage reimbursement for approved business travel
- Opportunity to work directly with executive leadership
- Meaningful work while gaining valuable exposure to the recovery housing and nonprofit sectors

How to Apply

If you're excited about building something meaningful and believe you'd thrive in this role, please apply.

To be considered, applicants must complete **both steps below on the same day**. Your application will not be considered complete until both the online application and emailed materials have been received. Both must be submitted by **October 31, 2026**.

1. Complete the Online Application

Complete the Philanthropy Manager Application at:

https://docs.google.com/forms/d/e/1FAIpQLSf0ShFQq2uloS0I3vV4f_BDIL0GywEX-wkAS6JTZR6kzLFIsW/viewform

2. Submit Application Materials by Email

Email the following as one combined PDF:

- A one-page resume
- A one-page cover letter, written by you — not AI
- Optional: One to two work samples (such as donor communications, presentations, grant proposals, newsletters, reports, or other relevant fundraising or communications materials)

Email your PDF to mandi@sharpenrecovery.org with the subject line:

“Philanthropy Manager Application Materials – [First and Last Name].”

Selected candidates may be asked to complete a brief exercise as part of the interview process. Applications will be accepted through **October 31, 2026**. Applicants may be contacted prior to the deadline; however, all candidates will be notified of their application status as the hiring process progresses.