

Development Director

Location: Downtown Houston, TX

Reports to: Executive Director, Alison Bell

Email Resume to: Info@HeritageSociety.org

About the Role

The Heritage Society, Houston's history museum, is seeking a strategic, relationship-driven **Development Director** to lead all contributed revenue efforts.

This is a **hands-on, high-ownership role**. You will manage donor relationships, lead **major gifts**, grow events and sponsorships, strengthen grants, and build the systems and structure of a modern development department. As revenue grows, this position will evolve into **Chief Development Officer**.

Fundraising & Donor Relations (Primary Focus)

- Lead **major donor strategy**, including cultivation, solicitation, and stewardship
- Build and manage donor pipelines with clear revenue targets
- Conduct donor meetings, prepare proposals, and manage follow-up
- Strengthen donor retention and stewardship systems
- Maintain accurate, actionable donor data in DonorView

Events & Sponsorships

- Lead all fundraising events from concept to execution
- Grow event revenue, attendance, and sponsorships year over year
- Develop sponsorship packages and renewals
- Coordinate with vendors, volunteers, and museum leadership

Strategic Planning & Revenue Management

- Track revenue, KPIs, and donor activity using DonorView
- Partner with the Executive Director and Board Development Committee on strategy
- Improve donor communications (appeals, updates, acknowledgments)
- Build the infrastructure for a scalable development department

Grants & Institutional Giving

- Manage the grants calendar, deadlines, and reporting
- Coordinate information, write, and submit grant applications

- Identify new funding opportunities and maintain foundation relationships

Future Department Leadership

- Recommend development staffing structure as revenue grows
- Establish development policies, processes, and performance standards
- Serve as the organization’s lead fundraising strategist

What We’re Looking For

- 5+ years of progressive fundraising experience
- Demonstrated success with **major gifts, sponsorships, and donor stewardship**
- Experience building or scaling a development program
- Strong communication and relationship-building skills
- CRM proficiency (DonorView preferred)
- Ability to manage multiple priorities in a fast-moving environment
- Museum or cultural nonprofit experience strongly preferred

What Success Looks Like in Year One

- A clear, board-aligned fundraising plan with milestones
- Growth in major gifts, sponsorships, and event revenue
- Strengthened donor relationships and stewardship systems
- A clean, optimized DonorView database
- A functioning grants pipeline with predictable deadlines
- A documented vision for the future development department

Compensation and Benefits

- **\$80,000 - 95,000 salary. Position is salaried, exempt**
- Performance incentives tied to revenue goals
- Paid Time Off, Company Paid Holidays, Free Parking, Employee Discount