

**ADP TOTALSOURCE / AIDS FOUNDATION HOUSTON, INC. JOB DESCRIPTION**  
**JOB TITLE: DIRECTOR OF DEVELOPMENT**

**Reports to: Chief Development Officer**  
**Full-time Regular**

**Status: Exempt**  
**Date of Revision: November 2019**

**SUMMARY:** This position is primarily responsible for assisting in leading and implementing the fundraising efforts of AIDS Foundation Houston. This individual will work directly with the Chief Development Officer, development team, program and other staff to develop and execute a strategic fundraising plan that will allow AFH to meet/exceed operational and programmatic needs and objectives on an annual basis. We are seeking a relationship-focused candidate who is well versed with a proven record working across donor segments, including but not limited to: individuals, corporations, foundations, events and programs.

**Core competencies** of a Director position includes the following: develops strategies to achieve organizational goals; identifies external threats and opportunities to programming; adapts strategy to changing conditions, develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results. Understands implications of decisions; aligns work with strategic goals. Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and staff. Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results. Works within approved budget; develops and implements cost saving measures; conserves organizational resources **Basic Competencies - Ethical**-Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values. **Leadership**-Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others. **Professionalism**-Approaches others in a tactful manner; reacts well under pressure; treats other with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments. **Initiative**-Volunteers readily; undertake self-development activities; seeks increased responsibilities; takes advantage of opportunities; asks for and offers help when needed. **Interpersonal/Communication Skills**-Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to new things; manages difficult or emotional situations; responds timely to client needs; solicits feedback to improve service; meets commitments. **Oral Communication** -Speaks professionally in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings. **Written Communication** -Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information. **Problem solving**-Identifies and resolves problems in a timely manner; works well in-group problem solving situations; uses reason when dealing with emotional topics. **Judgment**-Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions. .

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following. Other duties may be assigned.

**Planning and Implementation**

1. Supports the Strategic plan process and develops the Annual plan with other team members
2. Implements plans and ensure goals are met.
3. Assist CDO in identifying, initiating, prioritizing, cultivating, soliciting and recognizing donors across all segments and funding sources.
4. Ensures implementation and evaluates annual fund development logic models that detail outcome-based fundraising.
5. Oversees the planning and execution of events, corporate and community engagement opportunities.

**Development Oversight and Management**

1. Assists in overseeing the vision and direction of all AFH development strategies.
2. Set direction and develop quality donor cultivation and stewardship for highest level of engagement.
3. Develop relevant fundraising strategies and outreach to attract, maintain and retain donors across all segments and funding sources.
4. Assists in ensuring diversity and inclusion throughout donor base.
5. Monitors the progress of departmental goals, objectives, outcomes, and contractual compliance/obligations/regulations.
6. Assists in overseeing donor database (s) information to ensure accurate reporting of donor giving, segments, reporting, etc.
7. Assists in developing program collateral and agency materials as needed.

8. Contributes content and collaborates with CDO and other agencies on communications strategy, internal/external relations, and other aspects as related to fund development and the agency overall.

### **Stakeholder Interactions and Relationships**

1. Forms professional relationships with all stakeholders - clients, target populations, donors, volunteers, interns, vendors, and community partners.
2. Ability to be culturally and linguistically competent in serving the needs of diverse clientele including but not limited to all racial, minority, and ethnic groups, substance abusers, homeless, gay/lesbian, bi-sexual, transsexual, and transgender populations.
3. Provide professional level presentations to existing and potential funders on all AFH services for partnership opportunities.

### **Supervisory Responsibilities**

All aspects of responsibilities must be in accordance with the organization's policies and applicable laws.

1. Responsible for the overall coordination, implementation, and evaluation of assigned employees.
2. Directly supervises assigned staff, interns, and volunteers as requested.
3. Uses staff in planning, decision-making, facilitating and process improvement;
4. Develops subordinates' skills and encourages growth
5. Continually works to improve supervisory skills.

### **Fiscal Oversight and Resource Development**

1. Develops and is responsible for the implementation of assigned program budgets and agency budget goals
2. Ensures fundraising goals and spending thresholds are met.
3. In coordination with the assigned team ensures the completion of government funding RFPs.
4. Provides accurate information regarding donor and budget needs for grant writing proposals.

### **Networking**

1. Represents AIDS Foundation of Houston (AFH) at relevant interagency, community, and fund development meetings/events.
2. Develops leverage agreements, Memorandums of Understanding (MOU), collaborations, and other agreements according to funding requirements.
3. Ability to lead by example and to represent AFH professionally in the community
4. Ability to form professional relationships with client/consumer population members and establish professional relationships with corporations, academic institutions, faith communities, funders, and service organizations.
5. Attends department, agency-wide staff meetings and other meetings as scheduled.
6. Frequently checks AFHs main source of communication; emails and the AFH Intranet announcement board.

### **Team Functions**

1. Supports other employees' efforts to serve clients and the community.
2. Acts as a cooperative member of the AFH team.
3. Supports and supervises interns and volunteers placed within programs.

### **EDUCATION AND/OR EXPERIENCE**

1. Completion of a bachelor's degree with two or more years in a leadership position in non-profit organization.
2. Three to Five years of development experience of an organization with a fundraising goal of 2+ million with a record of success.
3. Or equivalent combination of education and experience.
4. Supervisory experience **Required**.
5. Experience in successful development programs and knowledge of "best practices" in development; Excellent interpersonal skills and ability to relate well and work effectively with multiple constituencies and audiences; Exemplary time management and multi-tasking skills necessary to meet deadlines and coordinate multiple projects; High energetic, self-starting and creative individual who can express ideas, recognize opportunities and communicate goals and objectives clearly; A team player committed to developing and working within a collaborative environment and ensuring the highest level of customer service –  
**All Highly Preferred.**

**Additional Requirements:** NA

**Computer Skills**

To perform this job successfully, an individual should have basic proficiency in database software; Internet software; Spreadsheet software and Word Processing software. Knowledge and experience in database development and/or data management, preferably in a nonprofit setting.

**Language Skills**

Ability to read and write at a professional level: to read, analyze, and interpret and implement general business documents, professional journals, technical procedures, or governmental regulations and write reports, business correspondence, and procedure manuals. Ability to gather data, analyze information and interpret information to build useful and required reports or presentations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to adapt a budget into a tracking form and understands the basics of a budget.

**Reasoning Ability**

Ability to prioritize multiple tasks by using reasoning to determine priorities. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

1. Ability to perform routine bending/stooping while filing and performing office/outreach duties.
2. Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
3. Ability to perform routine walking/standing during course of day and while performing office/outreach duties.
4. Ability to hear and speak well enough to converse over telephone and in person 100% of the time.
5. Ability to see well enough to use computer efficiently and read computer reports and correspondence 100% of the time.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**SALARY**

\$78,000 - \$85,000

**TO APPLY**

Applicants should send an email to: [hr@afhouston.org](mailto:hr@afhouston.org)