

**Job Title: Senior Advisor, Charitable Solutions****Reports to:** Senior Director of Charitable Solutions

Greater Houston Community Foundation seeks an exemplary, service-oriented Senior Advisor who brings strategic relationship management experience, a business development and/or fundraising background, and an entrepreneurial spirit to our Advancement and Donor Relations team. This position will be a critical partner to the Senior Director of Charitable Solutions and support all business development and fundraising initiatives of the Foundation. In addition to this focus, the role is responsible for growth of new donor relationships and the stewardship of existing donor relationships. The Senior Advisor will work closely with other team members to support activities and events that enhance and deepen donor and client engagement in philanthropy and with the Foundation.

This position requires a strong commitment to working in a team environment, adaptability, sound organization skills, and the ability to manage relationships. High level of responsiveness required in working with donors, clients, and prospects. Strong interpersonal and communication skills, and respect for confidentiality is required. The ideal candidate would have experience working at a major institution with high net worth and ultra-high net worth individuals and/or experience working at a private foundation, private bank, trust entity or family office. This position will report to the Senior Director of Charitable Solutions and will be a member of the Advancement and Donor Relations team.

Salary Range: \$100,000 - \$115,000

Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will participate in robust employee benefits plans, including comprehensive health and dental insurance coverage, generous PTO, and 401(k) with matching component.

Interested parties should submit their cover letter and resume via our [online application form](#). We will contact those candidates who most closely match our requirements.

**Major Functions**

- Serve as primary partner to Senior Director of Charitable Solutions in new business development and fundraising initiatives for the Foundation.
- Serve as relationship manager and deliver high quality service to an assigned portfolio of donors and clients.
- Independently steward a strategic portfolio of donors to encourage, inform, and support charitable giving with a strategic lens.
- Facilitate and oversee donors' and clients' grant-making, engagement with the Foundation, and gift cultivation.
- Assist in establishing short and long-term donor and client engagement goals to increase charitable giving through the Foundation among donors and clients. Track and measure donor/client engagement activities and their outcomes.

- Lead, plan, implement, and continually refine meetings, events, services, programs, projects, and products that work to meaningfully engage donors and clients in their philanthropy with the Foundation and with other donors to maximize donor experience and philanthropic impact.
- Resolve or escalate issues of concern as raised by donor or client in a timely and proactive manner.
- Represent the Foundation on a regular basis by attending and presenting at conferences, gatherings, professional associations, and other external community events.
- Lead and support other special business develop initiatives and duties as requested.

## **Desired Qualifications**

We seek a team member that thrives on challenges and is comfortable in a fast-paced, demanding environment. The successful candidate will have a proven track record of success in strategic relationship management, business development and/or fundraising, and working collaboratively within a team and servicing donors and clients.

Specifically, the successful candidate will possess:

- Enthusiasm for and commitment to the mission of Greater Houston Community Foundation.
- High level of responsiveness and follow through required in working with donors, clients, and prospects.
- Bachelor's degree with 10+ years of experience in a professional services related field or activity and/or advanced degree a plus.
- Successful track record of developing personal relationships that drive business growth.
- Understands the "big picture" combined with the experience to analyze data and understand finances.
- Superior interpersonal, written, and oral communications skills.
- Experience facilitating workshops and presentations.
- Strong planning and implementation skills, including research and synthesizing abilities.
- A high degree of professionalism, confidence and flexibility that allows the incumbent to work collaboratively and effectively with clients and colleagues of diverse backgrounds.
- Excellent ability to prioritize, organize, and manage multiple competing assignments and responsibilities and communicate effectively regarding progress to deliverables.
- Knowledge of the nonprofit, philanthropic, and foundation sectors within Houston preferred.
- Good sense of self with demonstrated qualities of self-motivation, integrity, loyalty, discretion, and reliability.
- Values accuracy and commitment to excellence.
- Strong organizational skills and attention to detail.
- Ability to prioritize work and adjust to multiple time-sensitive demands.
- Ability to implement strategy and deliver results.
- Customer service-focused approach to relationship development.
- Entrepreneurial mindset.
- Confident, driven, and dynamic leader.
- Willingness to work on additional projects as needed.

## Physical Requirements

- Ability to lift, carry, push, pull or otherwise move files up to 5 pounds frequently and up to 20 pounds occasionally
- Ability to stoop, kneel, crouch or reach frequently
- Ability to remain in a stationary position approximately 65% of the time
- Ability to move about inside the office to access file cabinets, office machinery, etc. approximately 35% of the time
- The person in this position constantly communicates with clients and must be able to exchange accurate information in these situations.

## About Greater Houston Community Foundation

Since 1995, [Greater Houston Community Foundation](#) has helped Houston thrive by convening philanthropic resources and knowledge to drive philanthropy in our community, distributing more than \$2 billion in grants over the past 26 years. Through various charitable vehicles, including donor advised funds, the Foundation partners with donors to meet their objectives by supporting grantmaking, including providing programming, advising and educational opportunities for donors to maximize their philanthropic impact.

Greater Houston Community Foundation is widely considered to be the go-to partner for high-profile philanthropic partnerships in the Greater Houston area, including major disaster relief initiatives, such as the Hurricane Harvey Relief Fund as well as the Bush-Clinton Katrina Fund. The Foundation leads collaborations that support the wellbeing and vitality of Houston including Understanding Houston, a regional indicators partnership with the Kinder Institute for Urban Research that provides key data for philanthropists, business and nonprofit leaders, to drive decision-making in important areas of investment in Houston including economic opportunity, housing and education.

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The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

GHCF is an Equal Opportunity Employer and does not discriminate against a job applicant or an employee because of a person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information. GHCF does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.