



Director of Development

Position Summary:

The Director of Development is a senior leader at The Arbor School and a member of The Arbor School's Administrative Team. The Director of Development is responsible for all programs, events, and communications relating to fundraising and the overall advancement of The Arbor's mission. In collaboration with the Executive Director and the Board of Trustees, the Director of Development will strategically lead efforts that include annual giving, major gifts, capital campaigns, and donor stewardship.

This role requires daily interactions with staff, stakeholders, and others to maintain momentum and mission fulfillment. This role is critical to The Arbor School's mission to enable children with significant special needs to reach their fullest potential. The Director of Development must be a dynamic and charismatic leader, who loves nothing more than connecting people to a mission they are excited to support and see grow. This role reports directly to the Executive Director.

Who We Are:

The Arbor School is the most comprehensive special needs education program in Houston for children with a wide range of developmental delays, 6 weeks through age 18. The Arbor strives to educate, empower, and build hope for children with significant special needs and their families. The Arbor fills a unique niche for families with children with special needs. Out of the many special needs schools in Houston, we remain one of the only ones that will never turn away a student because of their diagnosis or perceived limitations. Having no niche is our niche! As a result, most of our students have very little in the way of alternative options for their developmental and educational needs, and The Arbor is proud to offer them and their families a place to learn and grow.

Essential Duties & Responsibilities:

- In partnership with the Executive Director, develop and implement a comprehensive advancement plan that will support The Arbor's mission and strategic goals.
- Work collaboratively with a full time Grants and Outreach Manager to create a plan to increase event related fundraising and grants funding.
- Identify, cultivate, and steward new and existing donors and prospects by developing strong relationships with major donors and prospective supporters through personalized engagement to develop multi-year donation tracks.
- Develop and facilitate the use of an improved donor records and gift documentation process in the organization's donor database to track donor interactions, solicitations, and gift commitments.
- Increase multi-year corporate sponsorships for The Arbor through existing fundraising events and other key opportunities, as well as developing new fundraising strategies.
- Work with the Executive Director to plan and execute a commemorative gala for every five-year milestone anniversary of The Arbor.

- Participate in all Arbor community events with the understanding that many events and networking opportunities will take place outside of the regular workday and will require work on evenings and weekends.
- Attend all Board meetings and Board-related activities to provide appropriate support to the Executive Director and the Board of Trustees to cultivate Board engagement and improve Board experience.
- Other duties as assigned.

Requirements:

Bachelor's degree is required.

7+ years professional experience in nonprofit fundraising, with a focus on major gifts cultivation, corporate partnerships, and individual giving.

Preference for applicants who have a proven history of soliciting and closing major gifts of \$25,000 or more and multi-year cumulative gifts of \$100,000 or more from individual donors, foundations, and corporate partners.

Exceptional interpersonal and communication skills, with ability to cultivate meaningful relationships with donors, stakeholders, and community leaders. Must love to be in front of people and motivate others to be a part of the mission.

Must be a motivated and entrepreneurial initiative-taker with experience building new relationships while managing competing deadlines and multiple projects with a high degree of initiative, flexibility, teamwork, and diligence.

Compensation:

Salary commensurate with experience: \$90,000 - \$120,000.

Benefits include wellness plan, generous paid time off, and professional development.

Full-time, exempt position.

Some evenings and weekends required, with advanced notice.

Application:

Interested candidates should send a cover letter, resume, and one development writing sample to jjelinek@arbor.org. We will contact those candidates who most closely match our requirements. Employment is subject to passing a background check and three references are required.

Thank you for your interest!