



Position: Development Director - Houston

Classification: Full-time, Exempt

Reports to: Executive Director

Location: Houston, TX

Benefits: Yes

Salary Range: \$70,000 - \$80,000

This position is eligible for participation in Comp-U-Dopt benefits program(s) including Health and 401k

Websites: www.compudopt.org

Summary

Compudopt seeks an innovative and strategic self-starter to manage corporate, foundation, event, and individual giving strategies in partnership with the executive director, grant writer, and development coordinator. This full-time position is a vital contributor to Compudopt's operational success. With opportunities for continued growth and development, this position is ideal for an individual with 3-5 years of fundraising experience with a goal to lead their own team. This role reports directly to the Executive Director of the Houston office.

Essential Functions

1. Manage corporate giving portfolio from cultivation, solicitation, stewardship, and re-engagement.
2. Manage the individual giving program, including donor portfolio management for supporters giving >\$10K.
3. Collaborate with the Executive Director to identify major giving prospects and cultivations strategies for supporters with a capacity to give (<\$10K+) as well as leadership society members.
4. Support strategic planning to establish short and long-term strategic goals and innovative opportunities to achieve these targets.
5. Collaborate with the program and operations teams to develop strategies and processes that allow our supporters to create multi-faceted relationships with Compudopt including volunteer opportunities.
6. Manage existing funder relationships including grant evaluation and reporting.
7. Utilize donor prospecting tools to conduct research on individuals, corporations, and foundations for prospect activity and maintain the integrity of the data.
8. Manage grant writer and development manager.
9. Oversee strategic planning and implementation of direct mail and email appeals to support annual giving.

10. Own and lead all facets of planning and execution for Compudopt's annual Clay Shoot and Oktoberfest, as well as other special events.
11. Support Executive Director and Board fundraising efforts as needed.
12. Provide presentations and host tours of Compudopt to educate supporters on the need for our work, our programs, and our impact.
13. Compose and guide thank you letters for awarded funds.
14. Ensure that all donor's gifts are acknowledged within 24 to 48 hours upon receipt; ensure acknowledgment letters are updated quarterly and are appropriate and meaningful.
15. Proficiency with Microsoft Office, OneCause (or other similar fundraiser/donor management software).
16. Work with the marketing team to create promotional material for the fundraising events and campaigns.
17. Other duties as assigned.

- This position is responsible for supervising 1 contract grant writer and 1 Development Manager.
- This is a **full-time** position. Days and hours of work are M-F from 9 am- 5:00 pm, with some weekend and evening hours required.
- This position requires local travel.
- Some lifting of up to 50lbs

Competencies

1. Relationship Management
2. Communication Proficiency
3. Strategic mindset
4. Budget Management
5. Flexibility

Required Qualifications

1. 3-5 years of business development fundraising experience required in nonprofit organizations – medium-sized organizations preferred.
2. Experience developing and maintaining strategic partnerships, securing grants, and major gifts that contribute to the increasing visibility, impact, and financial resources of an organization/organization over time.
3. Familiarity and a good understanding of primary development streams including corporate and institutional giving, individual giving, and events. Strength in corporate development preferred.
4. Knowledge of the Houston philanthropic landscape.
5. Demonstrated level of comfort with public speaking and presenting complex information in a compelling manner to a variety of audiences.

6. Detail-oriented, highly organized, and able to prioritize time to set and meet goals and deadlines
7. Strong multitasking and problem-solving skills; ability to maintain composure in a fast-paced environment.
8. Self-starter and team player with the ability to develop and maintain a goal-oriented, positive attitude throughout the organization.
9. Passion for working in youth development, and education. Believes in the mission as a lever for change. Can effectively connect stakeholders to Compudopt's organizational mission and values.
10. Bachelor's degree from an accredited four-year educational institution required, advanced degree or relevant professional certification preferred.

Compudopt provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, **Compudopt** complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

To apply email a resume and cover letter to Consuella Whipple at consuella@compudopt.org