



HOLOCAUST MUSEUM HOUSTON
CHIEF DEVELOPMENT OFFICER
SALARY RANGE \$115,000 - \$140,000

Position Summary

The Chief Development Officer (CDO) in partnership with the Chief Executive Officer (CEO) is responsible for planning, executing and evaluating fundraising and development initiatives, managing six (one dotted line) members of the Development team, and serving as a fundraiser for Holocaust Museum Houston. The CDO strategizes with the CEO and the Development team to achieve fundraising goals, in partnership with the Assistant Director of Prospect Development identifies major donors and works directly with high-end donors to meet a personal fundraising goal. This position reports directly to the Chief Executive Officer (CEO) and requires a true commitment to the Museum's mission. *Salary commensurate with experience.*

Principle Duties and Responsibilities

- In collaboration with the CEO sets a fiscal year budget to achieve fundraising success.
- Oversees the development staff and provides them with the tools that they need to be successful. This could include fundraising software, personal mentoring and learning opportunities.
- Sets an example for the Development staff to collaborate with the other departments at the Museum.
- Establishes a strong relationship with the Chief Marketing Officer and clearly communicates Development's initiatives that require PR and marketing work.
- Represents the Development Department at Board Meetings.
- Creates a culture of philanthropy across the Museum.

Development Department Fundraising Initiatives

Manages and supports the Development team to perform optimally in designated areas including:

- Annual Fund
- Corporate Giving
- Foundation Giving
- Major Donor Giving
- Matching and in-kind gifts
- Membership and affinity groups
- Planned Giving
- Endowments
- Special Events
- Stewardship

Education and Experience

- Bachelor's degree required.
- 10 to 15 years of progressively responsible experience in development and development management.
- Successful track record in securing gifts in the \$50,000 to \$150,000 range.



- Experience with leading a successful fundraising annual campaign raising a minimum of \$4,000,000.

Skills and Knowledge Requirements

- Extensive knowledge of fundraising principles and techniques and budgeting practices.
- Ability to use Altru, a web-based CRM software and Power BI proficiently (training provided).
- Proven management skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal and leadership skills.
- Proven organizational skills; able to successfully handle multiple short-term and long-term projects.
- Some evening and weekend work required.
- Some travel will be required.

Reports to CEO

Direct Reports

- Foundation Relations Manager
- Assistant Director, Prospect Development
- Director of Development
- Assistant Director, Membership
- Assistant Director, Development and Stewardship
- Development Coordinator (dotted line with Assistant Director, Development and Stewardship)

To Apply

Please send resume and cover letter plus three references to jobs@hmh.org.

TOGETHER WE WILL

In order to build a more equitable institution, Holocaust Museum Houston strives to integrate diversity, equity, accessibility, and inclusion into our museum practices. The core principles of our Vision, Mission and Public Values statement guide our decision-making, program design, and how we cultivate our leaders. We welcome everyone as we support and engage people and the diverse communities we serve.