

Position Summary

Job Title: Director of Development

Reports To: President & CEO

Location: Houston, Texas

Employment Type: Full-Time, In-Person

The Director of Development is a key member of our leadership team, responsible for planning, implementing, and sustaining a comprehensive fundraising program to support our \$2.3 million annual budget. This role is ideal for a dynamic, organized, and relationship-driven professional who thrives in a small team environment. The Director of Development works closely with the President & CEO and staff to foster donor relationships, manage grants, and oversee fundraising systems and events.

Key Responsibilities

Fundraising Strategy & Execution

- Develop and implement annual and multi-year fundraising plans aligned with strategic priorities.
- Drive a diversified revenue portfolio, including major gifts, annual giving, planned giving, events, grants, and corporate sponsorships.
- Track and report progress toward revenue goals using data dashboards and metrics.
- Support fundraising for special initiatives, capital projects, and endowment-building efforts as approved by the Board.

Donor Cultivation & Stewardship

- Identify, cultivate, solicit, and steward individual donors, with emphasis on mid-level and major gifts.
- Partner with the President & CEO on key donor relationships and solicitations.
- Ensure timely, personalized donor communications and acknowledgments.
- Maintain and grow a robust donor pipeline through strategic outreach and relationship management.

Grants & Institutional Funding

- Work in collaboration with Development Consultant to research and pursue grant opportunities aligned with the Institute's mission.
- Write compelling proposals and manage timely reporting and compliance in partnership with program and finance staff.
- Maintain a grants calendar to track deadlines and reporting requirements.

Events Management

- Lead planning and execution of the Institute's signature fundraising dinner and other development events.
- Oversee event strategy, logistics, sponsorships, guest experience, and post-event cultivation.

Team & Board Collaboration

- Collaborate with program and communications teams to align fundraising messaging with impact storytelling.
- Serve as liaison to the Board Development Committee and support Board and staff fundraising engagement.
- Supervise development consultants, grant writers, and interns, as applicable.

Data & Systems Management

- Oversee donor database (NeonCRM), ensuring data integrity, accurate tracking, and effective segmentation.
- Generate reports to support decision-making and donor engagement strategy.

Qualifications

- Minimum 5 years of nonprofit fundraising experience, including success with major gifts, events, and grants.
- Proficiency with donor database systems.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational and project management skills with attention to detail.
- Self-motivated and collaborative team player.
- Commitment to the Institute's mission and values.

Compensation & Benefits

- Salary commensurate with experience. Baseline \$90,000 annually.
- We offer a comprehensive benefits package, including:
 - Health, dental, and vision insurance
 - Simple IRA with 3% company match
 - Paid time off (PTO) and holidays
 - Professional development opportunities

Apply: <https://www.spiritualityandhealth.org/director-of-development>