



DIRECTOR OF DEVELOPMENT

Job Title: Director of Development- including volunteer engagement
Reports to: Executive Director
Employment Status: Exempt – 25-30 hours a week

SUMMARY:

If you are passionate about making a meaningful impact and have the expertise to drive fundraising success, we invite you to apply and join our dedicated team. Please send resumes and cover letters to Cathy Moore: cmoore@echoshouston.org

We are seeking an experienced and dynamic Development Director to lead our fundraising, development and volunteer initiatives. The ideal candidate will be responsible for creating and implementing comprehensive fundraising and volunteer recruitment strategies, cultivating relationships with donors, and securing financial support to advance our organization's mission. This role requires a strategic thinker with a passion for philanthropy, strong leadership abilities, and a proven track record in fundraising and donor engagement. A servant's heart, strong ethical standards, and adaptability are essential for this position. The following list of duties and responsibilities is illustrative and not exhaustive; additional tasks may be assigned as needed.

Essential Duties and Responsibilities for Development and Volunteer Engagement:

- Develop and execute a comprehensive fundraising plan, including individual giving, major gifts, corporate sponsorships, grants, and special events.
- Identify, cultivate, solicit, and steward relationships with individual donors, foundations, and corporate partners.
- Lead grant research, writing, and reporting to secure foundation and government funding.
- Oversee donor relations and ensure timely communication, recognition, and engagement.
- Collaborate with the executive team and board members to enhance fundraising efforts and expand the donor network.
- Plan and oversee fundraising events, campaigns, and initiatives to drive revenue and donor engagement.
- Monitor and analyze fundraising performance metrics to inform strategy and improve outcomes.
- Manage the development team, providing guidance, support, and professional growth opportunities.
- Maintain accurate donor records and ensure compliance with fundraising regulations and ethical standards.
- Engage and manage ECHOS volunteers.
- Other duties as needed and assigned

Skills Needed:

- Bachelor's degree in nonprofit management, business administration, communications or a related field preferred.
- Excellent written and verbal communication skills, with the ability to craft compelling fundraising materials.
- Proven success securing major gifts, grants and sponsorships.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
 - Experience with fundraising and volunteer databases is preferred.
 - Experience with Donor Perfect is a plus.
- A motivated individual with a strong understanding of Houston's philanthropic community.
- Possesses a strong foundation of knowledge and hands-on experience in managing social media, direct mail, dynamic digital communications, and mass email campaigns, which enhance our brand's visibility.
- Ability to build and maintain relationships with diverse stakeholders.
- The candidate must be able to lift objects weighing up to 25 pounds.

Qualifications:

- Demonstrated fundraising success; experience working with major donors and foundations
- Must have Bachelor's Degree with a minimum of 3-5 years' experience
- Bi-lingual Spanish/English and other languages a plus
- Familiarity with the Episcopal Diocese a plus
- Exceptional communication and writing skills- proven grant writing success
- Must be a "team player" with a can-do attitude, willing to help out when needed
- High level of integrity, professionalism, and commitment to the organization's mission.

Compensation and Benefits:

- Competitive salary based on experience.
- Comprehensive benefits package, including health, dental, and vision insurance.
- Retirement plan with employer contributions.
- Professional development opportunities.

ECHOS is open to clients from 8:00 AM to 2:00 PM, Monday through Thursday, and from 8:00 AM to 12:00 PM on Fridays. Staff members are expected to arrive and be prepared to begin work 30 minutes before client services start.