



JOB OPENING

Title: Director of Development

Location: Archdiocesan Council Office (2403 Holcombe Blvd, Houston)

Hybrid work schedule available on Monday and Friday.

We are seeking a collaborative, organized and energetic non-profit development leader ready to take the next step in their career as a Director of Development or currently in that role. A successful candidate will have four (4) plus years of progressive experience in fundraising for a non-profit organization and two (2) years of leading a team. The Director of Development designs and implements the annual development plan, meeting the goals established by the Board of Directors in the Strategic Plan and values of the agency.

The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul.

As an organization, we have strong cultural beliefs and values that aid us in our daily endeavors. We are One Society, to work for the success of all our programs; Mission Driven, aligning our daily actions to grow in spirituality through our service; Community Driven, focused on the needs of our community; Servant Leadership, striving to serve others with dignity, empathy and a loving heart; Embrace Lean, working smarter and safer and focusing on continuous improvement; Let's Talk, seeking to listen and share to foster an open dialogue;

Essential Responsibilities:

- Works with staff to research and cultivate potential donors; maintains consistent contact with current donors with an emphasis on long-term cultivation of major gifts.
- Oversees the department in the planning and coordination of all fundraising activities of the organization which include one special event and Black Bag Collections.
- Oversees grant management and compliance.
- Educates the organization about ethical issues relating to fundraising and ensures adherence to such standards.
- Works closely with the Director of Programs to identify areas in need of funding and develops a case for support to obtain funding required for program operations.
- Develops appropriate materials to be used for various campaigns, appeals and promotional materials, including the annual report, website and social media.
- Supervisory responsibilities for a team of two (2).

Qualifications:

- Bachelor's degree from four-year college or university in business administration, marketing, public administration, or related field preferred.
- At least four (4) years of progressively responsible experience in the nonprofit community performing fundraising and development activities including grant writing.
- Two (2) years' experience in leading a team.
- Proficient computer skills including electronic mail, record keeping, routine database activity, social

- media, and Microsoft Office programs.
- Effective communicator with both internal and external contacts.

Interested Applicants:

- Submit your application by clicking the link to our posting: <https://jobapply.page.link/4ACsF>
OR Review our openings <https://www.svdphouston.org/careers>