



Collaborative Is Championing Young Futures

Position: Development Manager

Department: Fund Development

Location: Houston, Texas

Type of Position: Hybrid

Salary Range: \$65,000 - \$75,000 (annualized, based on experience)

Reports to: President and CEO

Direct link to apply: <https://collabforchildren.org/who-we-are/careers/>

THE CHALLENGE AND THE OPPORTUNITY:

A child's earliest years shape every milestone that follows: school success, workforce readiness, and economic opportunity. We are creating an ecosystem of the highest quality child care in the communities that need it most, so Houston gains a stronger and better skilled future labor force.

Are YOU ready to help more young children enter kindergarten curious, confident, and ready to learn? If you have at least 2-5 years fundraising experience, preferably within a non-profit, have managed an organization's fundraising efforts, and have experience cultivating successful relationships with individuals and organizations to secure philanthropic and government support, we encourage you to apply for this amazing opportunity!

When you join our fund development team, some of the essential work and responsibilities you will manage and handle will include:

- Identify, cultivate and steward relationships with individuals, foundations, and corporations that lead to increasing Annual Fund support.
- In conjunction with the CEO, solicit gifts through a comprehensive Annual Giving plan.
 - Develop and produce all solicitation materials for Annual Giving Campaign appeals
 - Assist in producing reports that evaluate the Annual Fund strategies, progress, and ROI on a regular basis.
 - Prepare data analyses, donor research, and campaign management in the database to further solicitation priorities
- Working with the CEO, lead the implementation of donor cultivation, solicitation, and stewardship events or activities plans
- Collaborate with Marcoms to ensure marketing materials and collateral align with event and cultivation themes, and update materials on all fundraising projects and campaigns, including, but not limited to: Giving Tuesday, mailings, emails, phone calls, texting, and websites.
 - Manage audience demographics to ensure the right people receive the right message through the right channels at that right time
 - Manage donor stewardship communication with supporters to establish effective communications
- Oversee vendor contracts and relationships to ensure accuracy and monitor department expense budget
- Work with CEO to develop event budgets as well as monitor and track expenses
- Assist with implementation of a Planned Giving program
- Lead and/or support special and signature events with the CEO, working with community partners, vendors, other Collab staff and Board of Directors to ensure success of events.
- Support external and internal special events and activities, including attending meetings, correspondence and coordination with vendors, staff, volunteers; set-up and cleanup; organize and maintain files and records of all events and activities.
- Work with the donor database to ensure information is current and accurate
 - Build and manage the solicitation calendar ensuring that all solicitations are segmented and targeted, maintaining key performance metrics and delivered on time.
 - Collaborate with grant writer to provide grant tracking details and follow up with internal Programs colleagues for final reporting
 - Reconcile and prepare requested reports for Accounting, funders, Programs, etc.
- Provide friendly, donor-centered customer service and represent Collab's mission in a professional and positive manner.

We embrace diversity in backgrounds, talents, experiences, interests, and ideas. Attributes that resonate in our most successful employees include: passion for our mission, drive for results, high level of organization and detail orientation, resilience and authenticity. Other traits, knowledge, skills, and abilities needed and desired for these positions include:

THE MUST HAVES:

- Minimum – Must have a bachelor's degree, preferably with an emphasis or concentration in marketing, public relations, business or related field
- Two – Five years fundraising experience, preferably within a non-profit
- Previous experience with youth service organizations and with socio-economically diverse populations beneficial.
- Demonstrated success meeting fundraising goals, through diverse funding streams.
- Excellent communication skills with the ability to communicate information orally, confidently and clearly, and in writing that are effective with a diverse range of audiences including Board members, volunteers, staff, donors, executives, potential funding partners and all constituencies
- High level of attention to detail
- Ability to innovate and execute ways to engage and influence donors with creative ideas
- Ability to manage contractors to position CC as thought leaders in ECE
- Imaginative, creative, and responsive attitude toward campaign management
- Ability to maintain a high level of confidentiality.
- Knowledge of grants management, research, proposal creation and reporting helpful
- Knowledge of event management standards and trends, safety protocols and vendors
- Ability to work with minimal supervision – self-motivated & confident
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to inspire, train, challenge, and supervise volunteers.
- Confident public speaking experience
- Schedule and personal transportation flexibility to travel around greater Houston to cultivate donor relationships, as well as to coordinate and provide logistics and event-day support for occasional events held on weeknights and weekends.
- Minimum intermediate proficiency with Microsoft Office software (Word, Excel, and PowerPoint)
- Intermediate proficiency with email/communications/scheduling software (Outlook).
- Demonstrated experience with a donor database (Raiser's Edge strongly preferred)

- Demonstrated use of generative AI tools very beneficial (Copilot, ChatGPT, Canva, Grammarly)
- Experience utilizing virtual platforms such as ZOOM and TEAMS, etc. preferred
- Hybrid work schedule as this position will require driving to different locations
- Must be able to work a 40 hour, Monday – Friday schedule
- Schedule flexibility to accommodate occasional weekday evening hours and weekend hours (i.e. Board and Donor receptions, assisting with Centers of Excellence (COEs) and the Collab-Lab, a mobile education unit that goes to community outreach events)
- Must have reliable, personal transportation because this position requires driving to different locations throughout the greater Houston area
- A valid Texas Driver's License, and current vehicle insurance coverage

Adherence to Collaborative for Children's Core Values and Core Competencies

- We relentlessly pursue **excellence**. Core competency: Continuous improvement
- We respect and promote **diverse** points of view. Core competency: Interpersonal relations
- We **innovate** boldly, fearlessly, and courageously. Core competency: Problem-solving
- We celebrate **transparency**. Core competency: Effective communication

THE PERKS

- Mileage reimbursement paid at IRS rate is available for eligible business travel because this position requires in-person cultivation, as well as occasional in-person support for Collab, Board and donor events.
- Work hours: flexible scheduling. Some remote work at home.
- Compensation: This is an Exempt, Salaried, Full-Time position. **Pay range, based on experience, is \$65k - \$75k annualized.** Paid bi-weekly on Fridays.
- Annual Merit Adjustments: Increase to base pay rate is based on the prior year's performance.
- Health and Supplemental Insurance: HDHP medical option that includes \$1400/year employer-paid contribution to a Health Savings Account (HSA), prorated based on hire date. Also, a lower deductible PPO medical option. Other insurance options: Dental, Vision, Voluntary Life/AD&D, Accident, and Critical Illness, AFLAC Cancer and Life policies. Employer-paid STD, LTD, Basic Life/AD&D insurance. First of month after hire eligibility.
- Retirement Plan: 1:1 employer matching contribution up to 6%. Eligible for employer match after 90-days from start date.
- Generous paid leave time: (Personal Time, Vacation and holidays)
- Section 125 Flexible Spending Account (FSA): Dependent Care expenses

- Professional Development: Collaborative values high levels of performance and service over time. We invest in developing our people and nurturing their career trajectory success through coaching and ongoing skills and leadership development.
- Our Culture: mission-driven, family-friendly, inclusive, collaborative, fun

When you work at Collaborative you can make a difference every day. All of our staff play critical roles in executing our mission.

OUR COMMITMENT TO DIVERSITY MAKES US STRONGER

Collaborative for Children is an Equal Opportunity Employer and supports a drug-free/smoke-free work environment. We do not discriminate against any employee or applicant on the basis of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, or any other protected class as set forth under applicable state, local and federal civil rights laws.