



## **RECRUITMENT PROFILE**

Now celebrating its 40<sup>th</sup> year serving Houston, Covenant House Texas is a faith-based organization committed to *giving homeless youth a safe haven, absolute respect, unconditional love, and a path to lasting independence*. In partnership with the community, *we are the voice for homeless youth*. Located on 2.7 acres in the Montrose area, Covenant House Texas (CHT) was founded as an affiliate site to Covenant House International in 1983. Originally established as an overnight shelter, it has grown to include comprehensive housing programs and support services that foster responsibility and independence in young people. Covenant House Texas remains the only organization in Houston that comprehensively and exclusively offers homeless services and a complete continuum of care to youth ages 18 – 24. In 2019, CHT embarked on a “Building for Life” Campaign to address its need for new facilities. Over \$55 million has been raised towards four phases and a new campus is under construction with expected completion in May of 2025.

During construction, Covenant House Texas moved its temporary housing facilities and direct services for youth to Beulah Street in the Third Ward to continue meeting their needs without disruption in services. Administrative offices remain at 1110 Lovett adjacent to the new campus that is currently under construction.

**POSITION: Director of Development (FT)**

**REPORTS TO: Chief Development Officer**

**PROVIDES SUPERVISION TO: Assistant Director of Volunteers, Development Coordinator**

We are seeking an experienced development professional with a demonstrated track record of fund development management and fundraising success, who will lead a team with the overall goal of raising philanthropic resources for Covenant House Texas. This rewarding role has oversight and responsibility of all facets of giving, including major gifts, non-governmental grants, foundations, individuals, volunteers, and corporate support.

### **Specific Responsibilities:**

- Responsible for the day-to-day fundraising activities to generate revenue for Covenant House Texas.
- Develop and manage fundraising efforts through major and planned giving programs, annual giving, in-kind donations, corporate sponsorships, foundations, and community relations in addition to prospect research and donor stewardship.

- Work with the CDO to create and maintain a portfolio of current and prospective donors and identifies potential increases in giving levels by assessing their giving potential, recommending target “ask” amounts, and developing strategies for soliciting the gift.
- Work to promote program objectives by meeting with program staff and development staff to identify potential funding opportunities and create tailored asks for key major individual and corporate donors based on giving history, preference and information gathered through research and personal meetings.
- Arrange and/or conduct face-to-face visits, campus tours, solicitations, and other high-level interactions with major gift donors and prospects. Represent CHT at functions.
- Prepare lists of prospective donor calls for CEO, CDO and board members and Development Committee members in relation to fundraising in Houston and other key Texas cities.
- Participate in the strategic planning processes and support all key CHT fundraising events and donor cultivation events.
- Establish and ensure appropriate and meaningful donor recognition methods and manage the stewardship process for individual donors, including but not limited to acknowledgment letters, while tracking their donations.
- Consistently communicate with select donors that resources have been used as intended and share results of donor investments or other relevant information to donors. Continue to communicate organizational updates, youth stories and other CHT information through a newsletter publication designed specifically for major donors.
- Oversee staff who maintains donor/prospect management system that includes information relating to major donors and a system for managing appropriate follow-up activities. Provide monthly reports to CDO.
- Oversee staff who devote meticulous attention to donor database, donor history and record keeping so that all prospects/donor interactions will be added into the CHT donor database. Provide monthly reports to the CDO.
- Coordinate with the Assistant Director for Special Events on a pipeline of sponsorship support for all annual fundraising events.
- Supervise all volunteerism related efforts, including corporate and individual volunteer activities in conjunction with the Chief Development Officer, review all back-office development activities, including recording donations and donor information, ensuring data integrity, acknowledging donors in a timely manner, researching donors.
- With the Chief Development Officer, support the development of the Annual Report and plan for sharing with donors and Board of Directors.

**Position Requirements:**

- Minimum of bachelor's degree.
- Minimum of seven years of fundraising experience in a highly functional development office; a minimum of three of these years in demonstrated management role.
- Ability to identify, cultivate, solicit, and close major gifts as well as have a demonstrated history of achieving ambitious fundraising goals.
- Demonstrated ability to think strategically and possess understanding of "moves management" strategies and understanding the tactics required to build and manage a prospect pool.
- Experience in managing a substantial portfolio of five and six-figure prospects. An expert knowledge of current and evolving trends in philanthropy and major gifts. Preexisting professional relationships with Houston's philanthropic community is a plus.
- Ability to take direction, set priorities, balance demands of multiple tasks and meet deadlines.
- A high degree of initiative, flexibility, teamwork, and diligence.
- Excellent written and interpersonal communication skills.
- Flexibility with working hours including some evenings and weekends as needed.
- Proficiency in Microsoft Office, as well as experienced in accessing and entering database information and developing reports and pertinent donor information.
- Must have a valid Texas Driver's License and driving record acceptable to the agency's insurance carrier.

**Compensation Range: \$85,000 - \$100,000**

**Position Location: Onsite at 1110 Lovett Blvd, Houston, TX 77006**

Covenant House Texas is a vaccinated employer. As such, prospective new hires will be required to provide proof of vaccination or be willing to receive the COVID-19 vaccination by date of hire to be considered, unless an exemption has been requested and approved.

To apply, please email Sheri Lytle at [slytle@covenanthouse.org](mailto:slytle@covenanthouse.org).