



YMCA OF GREATER HOUSTON

DIRECTOR OF DEVELOPMENT JOB DESCRIPTION

Job Title: Director of Development

Job Code:

FLSA Status: Exempt

Reports to: VP of Community Philanthropy

Revision Date: 5/26

Location: Hayes

Salary Range \$80,000-90,000

Position Summary:

Serves as a frontline fundraiser on the Philanthropy Team, responsible for directly engaging, cultivating, and soliciting donors and prospects to drive philanthropic growth. This role leads community-focused fundraising efforts by building strong relationships, expanding networks, and increasing awareness of the YMCA of Greater Houston's impact. The Director actively manages a portfolio, identifying, qualifying, educating, and stewarding donors to secure and grow financial support for key programs and initiatives.

Requires **3-5 years of fundraising or relevant relationship-based experience**, with a demonstrated ability to build donor relationships and successfully secure gifts.

Essential Functions:

- Serve as an active frontline fundraiser, advancing a donor-centered philanthropy model through direct engagement with donors and prospects.
- Build, manage, and grow a portfolio of **80–120 donors and prospects**, with responsibility for cultivating, soliciting, and stewarding gifts across annual, capital, and special initiatives; **annual goal of \$1MM**.
- Identify, qualify, educate, and move prospects through the donor pipeline to expand philanthropic support and deepen community awareness of the YMCA's impact.
- Conduct consistent, strategic donor outreach and relationship management, including in-person meetings, proposals, and follow-up to drive results.
- Maintain accurate and timely donor records, including moves management, meeting reports, and key insights in **Blackbaud NXT**.
- Clearly and compellingly communicate the YMCA of Greater Houston's mission, programs, and impact to inspire giving and long-term engagement.



- Build and leverage relationships across the community to expand the YMCA's visibility, partnerships, and funding opportunities.
- Collaborate with internal leadership and advisory board members to activate networks, support fundraising strategies, and advance donor engagement.
- Develop and maintain strategic partnerships with community organizations, including opportunities for joint funding requests when aligned.
- Represent the YMCA in community collaborations, events, and external engagements to strengthen presence and influence.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Bachelor's degree in a related field or equivalent;
- Three to five years of professional experience with fundraising including annual campaigns and major gifts.
- Excellent interpersonal and communication skills both written and verbal.
- Ability to establish and maintain collaborations within a community as well as relate well to community leaders.
- Ability to multi-task and problem-solve.
- Demonstrated fund raising strategy development.
- Working knowledge of giving and charitable vehicles.
- Ability to maintain confidential information.
- Strong organizational, planning, project management, time management and problem resolution skills.

TRAVEL

Travel is primarily local between assigned centers during the business day, although some out-of-area and overnight travel may be expected on occasion.

More information [here](#). To apply please visit [our website](#).