



Description

Position Title: Assistant Director Development
Position Type: Full time, Exempt
Supervisor: VP Impact & Planned Giving
Document/Position Date: February 19, 2025
Salary Range: \$65,000 - \$85,000 annually

Job Summary

The Assistant Director of Development is a detail-oriented and organized writing professional who develops persuasive case statements and proposals, grant requests and reports, donor-relations communications and correspondences for the Barbara Bush Houston Literacy Foundation. The Assistant Director of Development works in a cross-functional manner alongside different internal teams throughout the Foundation and reports to the Vice President of Impact and Planned Giving, with additional direction from the Chief Development Officer and Foundation President & CEO, to foster and cultivate excellent donor relationships, associated donor engagement opportunities, and the solicitation of financial and non-financial supporters to advance the Foundation's mission of improving lives through the power of literacy.

Major Responsibilities and Duties

- Draft and prepare grant applications, grant reports, cases for support, donor acknowledgements, donor impact reports, and other correspondences for a variety of fund development needs.
- Assists VP of Impact and Planned Giving and Chief Development Officer in communicating with current and prospective financial and in-kind donors.
- Develop donor profiles for the President & CEO, VP of Impact and Planned Giving, and Chief Development Officer.
- Manage proposal production including writing grant proposals and completing on-line grant applications.
- Research new foundations, corporations and individuals and direct donor approaches from cultivation to fulfillment.
- Researching and prospecting to build a pipeline of donors.
- Maintain a grants calendar with tracking proposal cycles for foundation and corporations
- Manage a Development calendar of donor cultivation events and activities and contributes to maintaining the overall annual Foundation calendar of events.
- Prepare donor reports and tracking progress towards fundraising objectives.
- Maintain a tiered acknowledgement process and a communications/development calendar for departmental activity throughout the year.

- Manage cross-functional special events in the community to engage current donors, past and/or prospective donors, and volunteers.
- Draft, contribute, and publish donor statistics and tiered lists of contributions for the Foundation's annual performance report, donor brochures and other donor cultivation materials.
- Manage, co-develop and schedule direct mail and digital solicitations and donor engagement opportunities for Annual Giving Week, Thank-A-Thon, virtual and in-person campaigns, and other special events with key staff.
- Assist with the solicitation of in-kind and silent auction gifts and event and program sponsors as needed.
- Develop and maintain content for the Foundation's ways to give webpage and other fundraising areas of the website as requested.
- Represent the Foundation independently or as a team at various development events throughout Houston.
- Other job-related duties as assigned

Education Required: Bachelor's Degree, Master's Preferred

Experience and Skills

- 5 to 10 years of experience in development, grant writing, public relations, marketing and/or communications
- Proven track record in fundraising, including donor cultivation, solicitation, and stewardship
- Experience managing donor relationships and building rapport with key stakeholders
- Familiarity with development planning, budgeting, and reporting
- Experience with donor databases and CRM systems
- Experience implementing development plans and strategies to achieve fundraising goal
- Excellent written and oral communication skills
- Demonstrated leadership abilities and strategic thinking
- Highly organized and attention to detail
- Ability to prioritize big picture ideas and execute tangible actions
- Strong interpersonal skills and an ability to work with a diverse variety of individuals to achieve results and reach goals
- Ability to work independently and as a team member to ensure accountability and effective completion of deliverables
- Experience with browser-based donor management software, Salesforce preferred
- Intermediate Microsoft Office 365 Cloud computer skills: Word, Excell, PowerPoint

Working / Travel Conditions

Ability to carry and/or lift less than 20 pounds. Work is normally performed in a typical interior work environment.

Applicants must also be able to drive to and from meetings or events.

Compensation is competitive and commensurate with experience. Benefits provided.

To Apply

Apply using Indeed.com: <https://www.indeed.com/job/assistant-director-development-ad5f0c4a8edece14>. Applicants are also required to submit three writing samples to Applicants@BushHoustonLiteracy.org.