



Position title	Department	
Development and Strategic Partnership Manager	Program Management	
Reports to	Effective Date	Reviewed Date
Chief Executive Officer		

Position Summary:

Leads Houston Recovery Center (HRC) fundraising, donor stewardship, grant development, strategic partnerships, and external communications to strengthen financial sustainability and advance the agency mission. Partners with the CEO and program and finance leaders to diversify revenue, increase community visibility, and implement strategic priorities. Accountable for a minimum annual philanthropic fundraising goal of \$500,000, as defined in the approved development plan.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following

- Comply with HRC Work Culture Building Blocks and follow HRC Code of Conduct.
- Keep client care a top priority during client stay in the facility to include providing compassion, empathy and respect, if applicable to position.
- Must be in self-directed recovery and willing to share experience as appropriate, if applicable to position.
- Effectively support client engagement and progress in recovery, if applicable to position.
- Stay in compliance with documentation standards and ethical guidelines.
- Participate in ongoing training and supervision.

Fundraising and Donor Relations

- Develop and execute an annual fundraising plan, budget, calendar, and donor cultivation strategy; pursue individual, corporate, foundation, campaign, and recurring gifts.
- Identify, solicit, and steward prospective and existing donors; coordinate acknowledgments, updates, donor meetings, receptions, sponsorships, and fundraising events.
- Partner with the CEO on major gifts and donor presentations; increase unrestricted support, donor retention, and fundraising efficiency.

Grants and Institutional Funding

- Research local, state, federal, corporate, and foundation opportunities aligned with HRC programs and strategic goals.
- Write and coordinate proposals, renewals, budgets, and funder reports with program and finance staff; maintain a grant calendar and submission records.
- Build funder relationships, organize site visits, and monitor deadlines, award conditions, and reporting commitments.

Strategic Partnerships and Community Engagement

- Cultivate partnerships with corporations, healthcare systems, universities, foundations, and community organizations to expand philanthropic and program support.
- Develop sponsorship proposals and collaborative funding opportunities; represent HRC at approved community and networking events.



Marketing, Communications, and Public Relations

- Oversee consistent donor-facing messages, fundraising materials, social media direction, newsletters, and the annual Impact Report.
- Review website giving visibility and brand consistency; coordinate brochures, presentations, media opportunities, and outside communications vendors.
- Gather approved program stories and outcomes for donor communications while protecting client privacy.

Development Operations and Reporting

- Maintain the donor CRM, accurate gift and pledge records, and timely acknowledgments; reconcile donations regularly with accounting.
- Track donor activity, grants, campaign results, partnership pipeline, and communications performance; prepare monthly dashboards and quarterly progress reports for the CEO.
- Coordinate across departments, participate in strategic planning, and follow HRC financial, confidentiality, and ethical fundraising policies.

Performance Expectations

- Raise at least \$500,000 annually in eligible philanthropic contributions, with revenue categories and attribution agreed upon with the CEO.
- Submit assigned grants and funder reports by deadline; maintain an active, qualified donor and grant pipeline.
- Show measurable donor retention and partnership development; provide monthly dashboards and quarterly fundraising updates.
- Maintain accurate donor records and documented reconciliations with finance; support implementation of HRC strategic priorities.

Qualifications:

- Bachelor's degree in nonprofit management, business, marketing, communications, public administration, or a related field.
- 3-5 years of nonprofit development or fundraising experience, including demonstrated donor cultivation, grant writing, and a relationship building results.
- Experience with CRM systems, donor records, fundraising campaigns, communications platforms, and managing multiple deadlines.
- Excellent writing, presentation, analytical, organizational, and interpersonal skills; ability to work independently and across teams.
- Experience in behavioral health, healthcare, recovery services, or community-based nonprofits preferred.

WORKING CONDITIONS & ACCOUNTABILITY

Some evening or weekend events and local travel may be required. This description summarizes key duties and may be revised based on agency needs. HRC is an equal opportunity employer committed to fair employment practices.



Houston Recovery Center

Sobering & Addiction Recovery Programs

Competencies:

- **Passion for the Mission:** Demonstrates a strong commitment to the mission and values of the Houston Recovery Center (HRC), supporting its goals through dedicated service and advocacy.
- **Empathy and Compassion:** Demonstrates genuine care, understanding, and support for individuals in recovery.
- **Cultural Competency:** Respects and values diverse backgrounds, identities, and perspectives.
- **Recovery Orientation:** Models and promotes principles of hope, empowerment, and support.
- **Communication:** Clearly and respectfully conveys information verbally and in writing.
- **Collaboration:** Works effectively with team members, clients, and external partners.
- **Ethical Practice:** Maintains professional integrity, confidentiality, and appropriate boundaries.
- **Adaptability:** Demonstrates flexibility and responsiveness in dynamic environments

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Physical Demands:

- Ability to sit for extended periods while using a computer or engaging in documentation
- Ability to stand and walk throughout the workday
- Occasional reaching, bending, stopping or lifting up to 25 lbs.
- Work may occur in office, clinical, or community settings

Work Environment:

- Office environment with standard lighting and temperature
- Regular interaction with multidisciplinary teams, clients, and external providers

Note

This job description in no way states or implies that these are the only duties to be performed by the employee of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Due to the nature of nonprofit operations, all positions are subject to change based on program needs, funding availability, and grant requirements. Job duties, hours, and continuation of employment may be modified or discontinued as funding levels and organizational priorities change. Nothing in this description is intended to create a contract or guarantee of continued employment.



Houston Recovery Center

Sobering & Addiction Recovery Programs

Job Description Acknowledgement

I have reviewed the attached job description as outlined above and understand that I am responsible for all duties as outlined and other tasks as may be assigned. I understand that if I need accommodations to perform the essential functions of my job that I must contact my supervisor or Human Resources as soon as possible to begin an interactive process.

I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities, under any and all conditions as described. I have discussed any questions I may have had about this job description prior to signing this form.

Employee Signature: _____

Print Name: _____

Date: _____

Manager Signature: _____

Print Name: _____

Date: _____

Starting Salary: 85k

To Apply: Please contact sdeltoro@houstonrecoverycenter.org