



Position: Senior Director of Development

Department: Development

Reports to: President/CEO

Status: Full-time- Exempt

Salary: Starting at \$90,000 with additional benefit options

ABOUT THE ROLE:

The Senior Director of Development plays a pivotal role in the fundraising efforts of Northwest Assistance Ministries (NAM). NAM is a nonprofit, community based, multi-program social service agency that strives to meet basic human needs through Neighbors Helping Neighbors. NAM provides assistance in areas including food, shelter, health, education, mental health, safety and financial education. NAMs services an area that covers over 660 square miles of northwest Harris County.

The Senior Director of Development position is responsible for strategizing and executing individual giving and planned giving fundraising initiatives to support the financial goals of the organization, growing donations secured annually from individual and institutional donors. A key member of the Advancement Team, the Senior Director of Development will be responsible for growing a portfolio of individual donors by implementing strategies for the identification, cultivation, solicitation, and stewardship of prospects. Although this position will be predominantly focused on the individual giving portfolio, it will also support the overall development goals of the organization. A successful candidate will possess a strong understanding of fundraising principles, showcase exceptional communication skills, and demonstrate a proven track record in donor engagement and stewardship. The successful candidate must have a passion for the mission of NAM, and understand how this position contributes to the organization's success.

KEY DUTIES:

- Develop and manage a portfolio of top major donors and prospects from \$5,000 and above through face-to-face visits and personalized proposal development, as needed.
- Develop and manage fundraising efforts through both an individual and planned giving programs in addition to prospect research and donor stewardship for both.
- Work with the CEO 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 donors

based on giving history, preference and information gathered through research and personal meetings.

- Arrange and/or conduct face-to-face visits, organization tours, solicitations, and other high-level interactions with major gift donors and prospects. Represent NAM at functions.
- Prepare lists of individual and planning giving prospective donor calls for CEO and board members.
- Ability to work with confidential and sensitive issues relating to the donor's philanthropic desires, which requires excellent judgment.
- Participate in the strategic planning processes and support all key NAM 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.
- Oversee process for donor/prospect management system that includes information relating to major donors and a system for managing appropriate follow-up activities. Provide monthly reports to CEO.
- 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 NAM donor database.
- With the Director of Development, support the development of the Annual Report and plan for sharing with major donors and Board of Directors.

KEY FUNCTION TIME BREAKDOWN

Stakeholder Engagement (60%)

Display the ability to qualify, cultivate and solicit new donors to the organization. Display social awareness, professional etiquette and the ability to interact and build rapport with donors, congregational leaders, volunteers and community. Engage with diverse constituencies with social fluency and garner their trust as to influence donor behavior. Appropriately align donors to giving opportunities and orchestrate and facilitate meaningful engagements. This position is extremely community based, with much time spend at donor cultivation meetings and events.

Collaboration and Team Items (20%)

Actively partner with CEO and organization development team on donor strategy development, donor strategy execution and other projects.

Donor Database and Data Analysis (20%)

Accurately create donor profiles, adding in meaningful donor activities and important key donor information. Assess interests of prospective donors; organize and present donor presentation information in thoughtful and engaging ways.

Position Requirements:

- Minimum of bachelor's degree in related field, CFRE a plus.
- 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 four to 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.

To Apply:

Please email your cover letter and resume as an attachment to resumes@namonline.org with the job title "SENIOR DIRECTOR OF DEVELOPMENT" in the subject line.

Only résumés forwarded to resumes@namonline.org will be considered.

No walk-ins or phone calls please.

*All applicants must be able to pass a background check.