

Dress for Success® Houston (DFSH) Director of Development

Dress for Success® Houston (DFSH) is seeking a driven leader who strives for excellence and integrity to join our team as the **Director of Development**. The ideal candidate is passionate about our mission, has exceptional interpersonal communication skills combined with a deep knowledge of the Houston community.

The Director of Development is responsible for all aspects of Dress for Success Houston fundraising initiatives including grant writing, events, and financial administration. The Director partners with the President establishing fundraising strategies and goals and collaborates as a member of the Executive Leadership team ensuring agency needs and strategic goals are achieved. The Director of Development maintains a visible presence as ambassador of the agency in the philanthropic, corporate, and nonprofit communities. Responsibilities include:

Fundraising and Donor Relations

- Implement fundraising plans, annual timeline, specific program/initiatives to align with strategic revenue goals and agency needs in collaboration with President
- Manage and execute grant submissions for Foundations and Corporations
- Lead all fundraising events, overseeing planning and successful execution
- Prospect and obtain new donors, and pursue funding opportunities

Marketing and Communications

- Oversee the branding guidelines for the agency by reviewing and approving all external communications, including printed and digital marketing materials, and website and social media posts. Coordinate with external designers and edit agency graphics and materials as needed
- Collaborate with Development team in planning and executing the calendar, agendas and special events for the Board, Advisory Council, and Corporate Guild; and developing agenda and materials for all fundraising, marketing and special events meetings
- Lead DFSH's marketing and communications strategy by collaborating with the development team to maintain the website and social media sites; produce two newsletters annually
- Represent DFSH on tours and speaking events

Financial

- Maintain fundraising and general ledger documentation reviewed during annual audits
- Implement finances— Process deposits, reconcile records, forecast expenses, forecast fundraising results, draft all financial reports and documents, complete month end balance with DFSH accountant
- Monitor bank and investment account balances per FDIC and agency goals

Qualifications:

Experience

- At least five years of proven experience in Development, Sales, or Marketing, with successful fundraising effort in an institution or organization that has a reputation for quality and excellence
- Demonstrated experience in grant writing, donor financials, fundraising, event planning, marketing, and development with measurable results
- Knowledge of Houston community required
- Graphic design, marketing and communications background preferred

Education

- Bachelor's degree required

Skills and Talents

- Computer skills: Microsoft 365 suite, Donor database (Donor Perfect); Zoom; Adobe Creative Cloud
- Ability to work comfortably with Board members and senior level executive officers
- Excellent communication skills (verbal and written) with a wide range of people. Communicate early, often, and with brevity; excellent at following up; exceptional interpersonal, presentation, proofreading,

and writing

- Manage the development team of two and outside vendors
- Self-starter
- Relationship builder
- Team orientation
- Strong organizational and planning skills
- Strong problem-solving ability with the ability to synthesize multiple opinions and recommendsolutions.

Working Hours

- Monday through Friday on site at DFSS, with attendance at meetings/functions outside oftraditional working hours required

Qualified applicants please send cover letter and resume to: resume@dfshouston.org