

## **Houston Humane Society Director of Development**

Houston Humane Society (HHS), serving the greater Houston/ Harris County area of Texas for 63 years, is dedicated to eliminating cruelty, abuse and the overpopulation of animals. Serving more than 30,000 animals yearly, HHS's 37 acre campus includes an animal shelter, adoption center, wellness and surgical clinic and facilities for large animals and rescued livestock. HHS seeks a strategic and experienced Director of Development to lead HHS efforts to achieve annual contributed income goals from individuals, foundations and corporations. Reporting to the Executive Director the Director will build and lead a team to develop and execute HHS's fundraising strategy. The Director of Development will be a key member of the Executive Team. HHS is looking for an exceptional fundraiser, relationship builder, communicator and team leader.

The Director of Development will be responsible for the following, in addition to any other project as assigned by the Executive Director:

### **Strategy & Reporting:**

- Design and lead the long-term revenue generation strategy for HHS to increase contributed revenue from individual donors, foundations and corporations and events from 20% to 30% over the course of three years.
- Work closely with the Finance team on all reporting.

### **Fundraising:**

- Build the fundraising strategy for individuals, foundations and corporations and a team to implement it. Manage relationship with direct mail contractor and development team to work collaboratively on reaching revenue goals.
- Serve as the relationship manager for existing individual donors and prospects. Lead the cultivation, solicitation and stewardship of these critical donors and guide the Executive Director's fundraising activities.
- Lead the team in researching new prospects, developing proposals, reports, end of year mailing campaigns, events and all necessary activities to secure the revenue.

### **Board of Directors:**

- Manage the Board of Directors' philanthropic giving, partner with the Executive Director, Board President and members to strengthen volunteer-led fundraising activities and work closely with the Board President and the Nominating Committee to build a pipeline of candidates for Board of Directors and other volunteer leadership opportunities.
- Partner with Executive Director, Board President and members to deploy them in service of meeting fundraising goals.

### **Revenue Management:**

- Ensure clear, accurate, and consistent reporting and communication between the Finance and Development departments, reviewing and tracking annual and long-term income and expenditure budgets.
- Work with Finance Department on building program budgets and other financial documents required for grant submission.
- Ensure accurate tracking and reporting of restricted gifts.
- Work with Executive Director in the preparation of monthly, quarterly, and annual reports and financial analyses for the Executive Team and for presentation to the Board of Directors on progress toward financial goals.

**Team Management & Leadership:**

- Manage, coach and support the development team members by providing expertise about major giving, sponsorships and events and create ongoing learning opportunities to grow and motivate the team.
- Partner with Executive Team, department leaders, Board of Directors, and program staff to cultivate a culture of philanthropy throughout the organization.
- Encourage a culture of high performance, including monitoring staff progress in achieving development goals, providing regular performance feedback, supporting career development opportunities, fostering a collaborative environment and facilitating a healthy work/life balance.

**Qualifications, Skills and Expectations:**

- A love of animals and a passion for the mission
- A creative and critical thinker with the ability to detect, analyze and solve problems
- Minimum 10 years fundraising experience, with at least 3 years successfully managing a development team. Capital campaign experience a plus
- Bachelor's degree in marketing, communications, business management, public relations or related field required
- Excellent organizational skills with a proven ability to prioritize work, manage time and multiple priorities, and meet deadlines with attention to detail and accuracy while maintaining a positive and professional attitude
- Proven experience in cultivating major donors and securing gifts of \$25,000 plus from individual donors, corporations and foundations
- Proven experience in motivating, leading, setting objectives and managing the performance of a team in building a donor pipeline
- Experience working with and managing direct mail contractor
- Outstanding communication skills and track record of building professional, cooperative relationships with colleagues
- The highest levels of personal and professional integrity and confidentiality; a commitment to the privacy of donors

**Compensation**

Commensurate with experience

Please submit cover letter and resume to [kgordon@houstonhumane.org](mailto:kgordon@houstonhumane.org)