

**AMERICAN LEADERSHIP FORUM**  
**Houston/Gulf Coast Chapter**  
**Senior Director of Development**

**The Organization**

American Leadership Forum Houston/Gulf Coast Chapter (ALF) is a 501(c)(3) nonprofit organization dedicated to building a better Houston community by joining and strengthening leaders to serve the common good. ALF was founded in 1982 to create a regional network of diverse senior-level leaders across private, public, and nonprofit sectors. Graduates of the organization's Fellows programs, called Senior Fellows, now numbering over 1500, form a network that brings together a broad cross section of leaders committed to building a stronger community, using network leadership skills to identify and deal with complex regional issues, and creating opportunities to work together in ways that make a significant difference to Houston.

**Purpose of the job**

This position exists to lead ALF's fundraising efforts and is responsible for the development and implementation of a comprehensive fundraising events program, targeting alumni giving and engagement and focused on creating numerous engagement points for alumni and donors. This position involves a high level of contact and collaboration with individuals inside and outside of the ALF alumni network.

Main areas of responsibility include:

- Fundraising:
  - Annual Jaworski Leadership Awards Event
  - Alumni Annual Giving Campaign
  - Donor cultivation and engagement with the alumni network and with philanthropic partners in the community
  - Grant management - from solicitation to reporting

**Essential Functions and Responsibilities**

- Plan, implement, and promote a robust fundraising plan and events program that supports ALF's strategic plan and fundraising goals in collaboration with ALF's President and Development Committee members.
- In partnership with ALF's President, cultivate philanthropic partner relationships that lead to increased grants and funding for ALF.
- Oversee the production and logistics for all fundraising events, including event timelines, program development, venue selection and site visits, collateral materials, data management, RSVP management, catering, volunteer coordination, and event-day logistics.
- Annually plan a creative engaging, and successful Jaworski Leadership Award Event that serves as recurring signature event for ALF and encourages alumni to connect with the organization in a meaningful and sustained way.
- Annually plan and execute ALF's Annual Giving Campaign with alumni network which leads to increased engagement from Senior Fellows and their classes.
- Work closely and professionally with fundraising event/initiative volunteers at each step in the process, ensuring proper communication regarding event goals, responsibilities and post event follow up. Volunteers include Annual Giving Campaign Co-Chairs, Development Co-Chairs, and Development Committee members.
- Prepare and manage budgets for each fundraising event, as well as produce progress reports on ROI for regular review by the ALF President and event chairs and/or event volunteers. Establish strong

relationships with vendors, and negotiate vendor contracts professionally and within strict budgetary parameters. Work closely with Finance and Accounting to ensure accurate and timely financial reporting for all relevant IRS reporting.

- Maintain up-to-date knowledge of organizational programs and priorities; be equipped to represent all of ALF's giving and engagement opportunities.
- Ensure reporting requirements are completed in timely and accurate manner; utilize automated systems for tracking and reporting.
- Demonstrated ability to handle confidential information with appreciation for the importance of complete protection of the privacy of alumni, donors, and prospects.
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve organizational goals.
- Proficiency in Raiser's Edge or a similar constituent database.
- Oversee the implementation of both internal and external communication strategies. Manage external communication channels like social media platforms, website and media relations, newsletter, and supervise the development of event collateral materials.

### **Management Responsibilities**

Development Committee

### **Knowledge, Experience and Skills Required**

Proven experience as a fundraising professional with a demonstrated track record of successfully accomplishing fundraising goals. Minimum of three years experience in fundraising role. Management experience preferred but not required.

Bachelor's degree required; advanced degree appreciated.

Minimum three years of experience in fundraising special events, events management, or alumni engagement.

Outstanding knowledge of data analysis, reporting and budgeting. Excellent organizational and communication skills.

The person must have a poised and professional image; strong interpersonal skills with the ability to work collaboratively in a team environment.

Ability to work in a fast-paced environment and perform multi-tasking duties.

The person should possess strong organizational skills, strong oral and written communication skills, be dependable and reliable.

Sound judgment and a high level of initiative and self-motivation is required to successfully perform the job responsibility.

Ability to foster and develop positive relationships within own department and across organizational and functional boundaries by valuing others.

Ability to actively and skillfully discover, analyze, and evaluate relevant information to develop practical solutions.

### **Extent of Public Contact**

Requires ability to work with and interact with alumni members, community and business leaders from

Houston and other communities.

**Working Conditions and Environment**

Non-smoking environment.

Evening and weekend hours required to participate in events.

**Benefits**

Performance bonus

401(k) with automatic 3% retirement match

Short-term and Long-term Disability Insurance

Holiday and Paid Time off

**Salary Range**

\$85,000 - \$105,000, DOE

**To Apply**

Submit cover letter, resume and salary requirements via email to ALF Administration Manager:

[admin@alfhouston.org](mailto:admin@alfhouston.org)

To learn more about ALF, visit our website at [www.alfhouston.org](http://www.alfhouston.org)