



Director of Development

Sorrell is pleased to partner with the Houston Advanced Research Center (HARC) in the search for a Director of Development. HARC is a 501(c)(3) research institute that applies science to drive energy, air, water, resilience, and resilience solutions for a sustainable and equitable future. HARC's research professionals have diverse backgrounds and broad experience in science, technology, policy analysis, geospatial technologies, and public outreach. The organization enjoys a positive, collaborative culture while tackling serious environmental issues that will impact generations to come.

HARC is looking to increase its impact and influence by focusing on sustainability issues in Texas and to meet the world's biggest challenges – mitigating climate change, developing resilience and planning for climate equity. The Director of Development will help with this expansion by planning and implementing a development and fundraising program to provide for the short- and long-term needs of HARC. This will bring comprehensive, innovative fundraising and development strategies to ensure HARC's long-term operational sustainability and growth.

For more information about HARC see <https://harcresearch.org/>.

Position Overview

Reporting to the President and CEO, the Director of Development will be a member of HARC's senior leadership team and collaborate with others across the organization. Especially during the first year, he/she/they will work very closely with the Communications team to develop stories, talking points, marketing materials and campaigns, and to help plan any potential events. We expect 2023 to be a building year, where the new Director will establish relationships and engage local and national foundations, corporations, corporate foundations, individuals, and community foundations to create opportunities for new funding and be able to build upon those in subsequent years. Individual donors, in particular, present an area ripe for growth. There also is a desire to plan and begin implementation for an annual fund, cultivating potential larger donors for asks to set up/fund different institute concepts within HARC.

HARC's Business Administration team will provide lateral administrative support until the new Director can build his/her/their own team. HARC is in the process of implementing a new grants management program and exploring the addition of a Customer Relationship Management component and a separate foundation database. The Director will have significant input on the selection of these systems and directing their use.

Core Responsibilities and Duties

The new Director of Development will:

- Develop and implement HARC's annual fundraising plan, setting yearly and longer-term goals, and including plans for major gifts programs, annual fund strategies, planned giving, and fundraising events and campaigns.
- Oversee the entire fundraising process; track proposals and reports for all foundation and corporate fundraising.
- In partnership with the executive team, set annual monetary goals and budgets.
- Build and develop new donor relationships while stewarding current relationships.
- Collect, organize, and maintain a complete database and record of all potential and actual donors and funds received, including corporations, foundations, and individuals.
- Develop a process to track donations and issue gift acknowledgements and tax receipts.
- Implement strategies to form strong relationships with donors and keep them informed on how their financial contribution is being utilized.
- Collaborate with the Communications team to produce relevant and informative fundraising collateral for donors and the public, and to plan fundraising events that effectively communicate the purposes of the organization and result in significant contributions and/or sponsorships.
- Research potential sources of, and apply for, grants and public funding. Find ideal donors from public (including federal and state) and private investors and pursue available funding opportunities in coordination with research staff. While the proposals focused on HARC's research areas will be written by the researchers, the development director will develop proposals to foundations for operating funds or simple projects.
- Act as the primary source of contact for funding, donations, and fundraising events.

Key Skills and Requirements

- Extensive knowledge of fundraising strategies and principles
- Strong networking skills
- Extensive experience in donor stewardship, grant writing, and event management
- Able to foster and promote business relationships and partnerships within various communities
- Excellent team building, management, and supervisory skills
- Strong financial management skills
- Excellent written and verbal communication skills
- Excellent public speaking skills
- Able to manage multiple projects and meet deadlines
- Excellent interpersonal skills; able to relate well to and enjoy interacting with anyone and everyone inside and outside HARC, including staff, Board members, partners, and community stakeholders
- Knowledge of tax planning principles and techniques that favor charitable giving
- Demonstrated experience raising funds; must provide examples of positive outcomes
- Vision for establishing and implementing the right strategic development plan and program for HARC, and the ability to execute that vision creatively and sustainably
- Entrepreneurial leadership capacity
- Proficient in Microsoft Office Suite, grants management, donor management and/or similar software

Education and Experience:

- Bachelor's degree in business, non-profit management, or related field
- Ten years of experience in fundraising for a nonprofit organization highly preferred

Physical Requirements:

- Available to work some weekends and evening events
- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

Compensation

Compensation is competitive and commensurate with experience, with an expected range of \$125,000 to \$150,000 annually. Benefits include health insurance, a 403(b) retirement plan, flexibility, generous PTO, and ongoing training and development.

Application and Referral Process

Applicant review is currently underway and will continue until the candidate has been selected. To nominate or be considered for this position, please contact Laura Sorrell at laura@sorrellco.com and 713.854.5351, or Priscilla Plumb at priscilla@sorrellco.com and 281.224.0881. If you have an interest but don't meet 100% of the qualifications, we still encourage you to apply. All inquiries will be held in confidence.

About Sorrell

Sorrell is a highly relational provider of executive recruiting. Our mission is to serve as partners with our clients to accelerate their efforts to attract, hire and retain talent that impacts the future of the organization. For more information, call 713.840.1870.