



JOB DESCRIPTION

Position: Senior Development Officer
Reports to: Chief Executive Officer
Supervises: No direct reports

Organization

Boys and Girls Country's mission is to change the lives of children from families in crisis by loving and nurturing them in a Christian home, raising them to become self-sustaining and contributing adults.

Boys and Girls Country serves up to 60 boys and girls aged five to eighteen and 25 young adults in our College and Career program. Boys and Girls Country is located 35 miles northwest of Houston near Cypress (www.boysandgirlscountry.org).

Position Summary

The Senior Development Officer reports directly to the Chief Executive Officer, works closely with the Board of Directors, and is a key member of the development team. The Senior Development Officer will manage a portfolio of key donors, maintain and enhance donor relationships (corporate and individual), cultivate and maintain relationships with the Endowment Fund Board Directors.

This position will be exclusively based in the Greater Houston area (remote) with one day a week on the Boys and Girls Country Campus.

Roles and Responsibilities

- Develops and implements an annual strategic fundraising business plan and budget presented to the CEO, Board Development Committee, and CFO.
- Assist with the execution of special events, annual fund drives, direct mail packages, and grant applications and reports.
- Directs and conducts development, solicitation and marketing to create new endowment funds.
- Develops a strategic plan for the endowment fund, creating goals and measurements to strengthen the organization's giving program.
- Increases gifts from current donors and obtains gifts such as bequests, gifts of retirement plans and split interest trusts, and other entities that will substantially contribute to organizations future endowment.
- Maintains a continuing and timely communication with the Chair of the Endowment Fund Board of Directors, CEO, and CFO to keep them informed and involved in the promotion of the

endowment fund and the efforts being made in all areas to achieve the endowment fund goals.

- Maintains and enhances relations with foundations and seek to identify strategic collaborations.
- Advises and assists prospective donors and their professional advisors in their charitable and estate planning efforts.
- Maintains and disseminates promotional materials for the endowment fund which have been developed by the organization for endowment and/or Endowment Fund Board of Directors.

Critical Skills Set

The successful candidate will possess the following:

- Ability to function as an independent and dependable team member.
- Extensive knowledge of fundraising best practices.
- Excellent leadership and team building skills.
- Exceptional written and verbal communication skills and an ability to vary communication strategy and tactics to meet the needs of varied constituents.
- Ability to work efficiently on several projects simultaneously and prioritize deadlines.

Qualifications

- Bachelor's degree required. Master's degree and CFRE certification preferred.
- Dedication to and passion for the mission and ministry of Boys and Girls Country.
- 5+ years of professional fundraising experience; preferred background in a Christ-centered and/or faith-based non-profit, serving children and families.
- Proven track record of stewardship and securing major gifts.
- Must have the ability to create a comprehensive plan and follow through on each detail.
- Ability to present information concisely and effectively, both verbally and in writing.
- Strong working knowledge of Microsoft Products and Raiser's Edge.

Full time employees are eligible for the following benefits:

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| -Medical Insurance with Blue Cross Blue Shield | -Dental |
| -Employee Assistance Program | -Vision |
| -Free Counseling | -Teledoc |
| -Wellness Activities | -Long Term Disability |
| -Life Insurance | -403(b) employer sponsored Thrift Plan |
| -PTO | -Holiday Pay |

Please submit your resume and apply at <https://boys-and-girls-country-of-houston.gnahiring.com/>

Boys and Girls Country of Houston
18806 Roberts Road, Hockley, TX 77447
www.boysandgirlscountry.org

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