



**Job Title:** Development Officer - Lead Annual Gifts  
**Type:** Salary, Full-Time  
**Reporting to:** Director of Development  
**Location:** Houston, TX

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## WHO WE ARE

The mission of Faith In Practice is to improve the physical, spiritual, and economic conditions of the poor in Guatemala through short-term surgical, medical, and dental mission trips and health-related educational programs. Our mission is based on an ecumenical understanding that as people of God we are called to demonstrate the love and compassion that is an outward sign of God's presence among us. Faith In Practice's life-changing medical mission is to minister to the poor, while providing a spiritually enriching experience for our volunteers.

## JOB SUMMARY

Under the guidance and supervision of Director of Development, the Development Officer – Lead Annual Gifts is responsible for planning and implementing strategies for individual donors to support the mission of Faith In Practice. This position will work collaboratively with the Fundraising Coordinator to identify and cultivate monthly giving prospects as well as higher level peer-to-peer donors. The Annual Giving Officer will focus on strategically expanding the organization's annual giving program with a goal of significantly increasing the base of annual gifts through frontline prospect and donor management. This role is vital to organizational success. The successful candidate will be responsible for donor cultivation, prospect research, and support of solicitation and stewardship cycles.

## KEY TASKS AND RESPONSIBILITIES

- Secure new, renewed, or increased funding from individuals through online giving, direct mail and digital campaigns, special events, and direct proposals
- Assure accurate and timely action entry, reporting, and stewardship.
- Build and maintain positive relationships with individual donors, volunteers, and community stakeholders.
- Work collaboratively with Fundraising Coordinator to grow monthly donor support through stewardship of peer to peer donor base.
- Plan and execute steps for donor identification, cultivation, solicitation, and stewardship for annual donors.
- Assist with strategy and implementation for Giving Tuesday and other annual giving campaigns.
- Work with Director of Development to establish Annual Fund revenue goals, benchmarks and reporting processes.
- Work effectively with Director of Development to identify new donors and build strategies for engaging and encouraging donor pipeline growth.
- Support gift receipt process and stewardship reporting process as needed.

## EDUCATION AND EXPERIENCE

- Bachelor's Degree with 2+ years of fundraising experience and proven track record for securing gifts.
- Ability to collect, organize and analyze data related to donor giving.

- Proficient in donor database formats; knowledge of Salesforce a plus.
- Excellent organizational, writing, and verbal communication skills.
- Must be strategic and forward thinking.
- The ability to be motivated and a self-starter.
- The ability to take direction and multi-task.
- Positive attitude and passion for playing a role in fulfilling the organization's mission.
- Knowledge of fundraising techniques and sources of funding.
- Ability to handle multiple projects, set priorities, and meet deadlines.
- Must have valid Driver's License and reliable transportation to attend outside meetings.
- Some weekend and evening event staffing is required.

Please send resumes and cover letters to [resumes@faithinpractice.org](mailto:resumes@faithinpractice.org)