



**Director of Development
Houston Christian High School
Houston, TX**

Sorrell is proud to partner with Houston Christian High School in the search for a new Director of Development. Houston Christian High School (HCHS) is a college-preparatory school dedicated to the highest academic standard for the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. HCHS provides rigorous, collegiate-style academic programs where students are challenged to discover their potential and to become difference-makers in their communities. Its method of pouring passion into its students has produced National Merit Scholars, Fulbright Scholars, perfect SAT and ACT scores, and graduates who attend the most esteemed universities in the country. HCHS's alumni grace the boardrooms, Broadway stages, courtrooms, pulpits, and classrooms of our nation. Houston Christian High School is accredited by Independent Schools Association of the Southwest (ISAS). It is a member of the Council of Educational Standards and Accountability (CESA), the National Association of Independent Schools (NAIS) and the Southwest Preparatory Conference (SPC).

Houston Christian offers:

- A culture of support and appreciation for faculty and staff.
- An environment where your skillset is highly valued, utilized, and promoted.
- A sense of belonging in a community of believers that is welcoming to all.
- An engaged and joyful work environment.
- Professional development opportunities that are both local and global..
- Peers who are in pursuit of excellence.
- Competitive salary and benefits.
- Ample time off during school breaks and a relaxed summer schedule.
- A beautiful campus with great facilities in the west part of Houston that is easily accessible.

Everyone who works at HCHS is there because they're passionate about Christian education and shaping young lives. That remarkable dedication is the most valuable aspect of the school -- to offer every student commitment to their success. HCHS hires the best possible teachers, and they demonstrate each and every day that they love students and that teaching and challenging them is their great reward.

Learn more about HCHS by visiting www.houstonchristian.org.

Primary Responsibilities and Opportunities

The Director of Development is responsible for the planning, implementation, management, and oversight of all fundraising and donor relations activities on behalf of the school, including prospect identification, research, cultivation, site visits, proposal development, writing, submission and tracking, grant reporting, solicitations, and stewardship. The Director provides oversight and counsel to the Development Team Members in all aspects of their work. As Director, a majority of time and attention will be given to the procurement of major gifts, be they from individuals, foundations, corporations or trusts. The Director of Development will also have the chance to build on prior capital campaigns for new capital priorities, as they arise.

Primary responsibilities for the management of the Annual Fund and campus-based activities such as the gala shall be delegated to the appropriate Development Team members. While reporting to the Head of School, the Director works collaboratively and maintains clear and regular communications with department heads, the school's volunteer leadership and donor prospects.

The Director of Development is considered a member of the Administrative Team to provide input into school wide decisions. He/She has an opportunity to make a meaningful and lasting contribution toward the future of the school and its students. Success factors include a commitment to excellence, ability to develop trust and foster solid relationships with stakeholders of all levels, unique communications gifts, ability to motivate and inspire others by example, and a demonstrated creative presence that expresses innovative ideas.

Responsibilities and expectations include but are not limited to the following:

- Work with the Head of School, the Development Committee of the Board, and when appropriate, the ad-hoc Capital Campaign Committee to plan, execute, and facilitate fundraising strategies with a particular focus on major gifts through multiple sources.
- Maintain a strategic focus with up-to-date goals and strategies that tracks and prepares the Head of School and all significant donors for cultivation and solicitation.
- Prepare and submit a weekly report to the Head of School that logs major donor contacts with the Director by phone or in person; major donor meetings scheduled on behalf of the Head of School; and results of this activity.
- Oversee the capital and annual fund campaigns designed to meet the goals and objectives of Houston Christian High School as defined by the Head of School, Development Committee, and Capital Campaign Committee. Campaign activities will include active donor prospecting, evaluation and assignment of prospects, gift cultivation and solicitation, corporate and foundation grants, and special events.
- Serve as a primary staff liaison with the Development Committee of the Board and the Capital Campaign Committee to coordinate fundraising meetings, prospect identification and research, prospect cultivation and solicitation, and donor stewardship activities.
- Serve on the Capital Campaign Committee as a resource to the Board of Trustees on all matters related to fundraising, making periodic reports to the Board on the progress of the development efforts.
- Coordinate and oversee the development of funding proposals, supporting documentation, and other fundraising correspondence.
- Oversee the stewardship, gift accounting, and reporting functions, ensuring that all donors receive personal and timely acknowledgment of their gifts.

- Issue regular progress reports to stakeholders including results to date, recent activity, priority contacts to be made and next actions.
- Direct and conduct appropriate and ethical prospect research.
- Oversee a current database of all donors and prospective donors.
- Monitor Annual Giving and Gala fundraisers with guidance and input from the Head of School; administer each of the programs and facilitate volunteer chairperson of necessary subcommittees.
- Motivate and involve a broad spectrum of people including members of the Board, major donors, volunteers, community leaders, and staff in appropriate fundraising activities.
- Be proficient in grant writing with an understanding of the process of foundation, corporation, and individual prospect research, cultivation, and solicitation.
- Demonstrate a working knowledge of the psychology, principles, and techniques of volunteer recruitment and management, major gift solicitation, and non-profit management.
- Be proficient with technology, fundraising software, Google and Microsoft Suites.

Required Qualifications

- Bachelor's Degree or equivalent.
- Five or more years' experience in professional fundraising or equivalent business experience, such as sales/business development; CFRE certification a plus.
- Experienced in personal major gift cultivation and solicitation.
- Excellent verbal, visual, written and interpersonal communication skills.
- Strong organizational skills and attention to detail.
- Proficient in basic technology applications (i.e. MS Word, Excel). Google Apps knowledge is beneficial (i.e. Google Drive, Google Docs, Gmail).
- Experience in writing, planning, team building, and goal setting.

Expectations

The HCHS Development Director will be a Christian leader of mature faith who demonstrates a commitment to the mission and vision of Houston Christian and its academic goals and who is passionate about the continuous development of excellence in Christian education. He/she will be a fundraising professional with demonstrated experience cultivating and soliciting high-level prospects and donors as well as managing daily operations in a fiscally responsible manner. He/She will be embraced as a key resource for Board members and the Head of School on all matters of fundraising.

Other desired attributes include:

- Proven success as a goal-oriented, professional fundraiser, with a background in prospect identification, cultivation, solicitation, and procurement of major gifts from individuals, foundations, corporations and/or trusts.
- Experience and ability in overseeing and managing all phases of development work and providing oversight and direction to the Development staff to meet annual goals of fundraising activities, successful events, and special capital campaigns.

- Excellent written, verbal, and presentation skills that can articulate compelling rationale for fundraising in a Christian context, and specifically through funding proposals, grant writing, supporting documentation, and other fundraising correspondence.
- Able to create and implement a development plan that successfully builds effective fundraising, a large donor base, and endowment growth.
- An organized, systematic thinker with strong listening skills and who thrives in a high “challenge” environment.
- Able to dynamically lead a team including parent volunteers, Development staff, HCHS employees, administrative peers and Board members.
- Able to plan and strategize fundraising activities, and initiates and evaluates new Development activities.
- Demonstrates proven technology skills to manage Development needs for communication and tracking data; Blackbaud knowledge and other fundraising software beneficial.
- Maintains a disciplined, strong work ethic.
- High level of integrity, diplomacy, and initiative and high regard for confidentiality.
- Ability to manage multiple tasks and consistently meet deadlines.
- Flexibility, sense of humor, and willingness to assist with administrative tasks in a fast-paced team environment.

HCHS is committed to equal employment opportunity and will not discriminate against employees or applicants for employment on any legally recognized basis (“protected class”) including, but not limited to: veteran status, uniform service member status, race, color, sex, national origin, age, physical or mental disability, genetic information, pregnancy, childbirth, or any other protected class under federal, state, or local law except those exclusions specifically provided to Religious Organizations.

Salary, Hours and Benefits

This is a full-time, exempt position. Salary is competitive and commensurate upon experience, paid semi-monthly.

This position is expected to begin in the summer of 2023 and is set on an annual contract period from July 1 through June 30 each year. Daily hours are variable, but generally speaking, from 7:30 a.m. to 4:00 p.m. The Director of Development provides leadership to campus-based development activities. The time required to meet these goals and responsibilities are flexible so long as all requirements are met. Occasional evening and weekend work is required. The Director of Development is expected to be available to parents, Head of School, and the Board of Trustees as needed.

Fringe benefits include premiums paid for employee's group hospitalization insurance (less employee paid portion), life insurance, social security, and eligibility for retirement plan participation. Holidays coincide with teachers' holidays during the academic year. Vacation is per Faculty/Staff Handbook and is scheduled and agreed between the Director and the Head of School. Other paid time off benefits are per Faculty/Staff Handbook.

Application and Referral Process

Applicant review is currently underway and will continue until the successful candidate has been selected. To nominate or be considered as a candidate, please contact Priscilla Plumb at priscilla@sorrellco.com or 281.224.0881. 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, please contact us at 713.840.1870.