

THE SALVATION ARMY JOB DESCRIPTION

Job Code – Title: Senior Director of Development	Employee Name:	Department: Development	Location: Greater Houston Area Command
Job Family: Development	FLSA: Exempt - Executive	Reports to:	
Direct Reports: Senior Major Gifts Manager (4 reports), Corporate and Foundation Relations Manager, Community Relations and Communications Manager, Donor Services Manager, Donor Service Cultivation Manager			Revision Date: 9/14/2021

Job Summary:

Plans, develops, implements, oversees, and evaluates all fund-raising activities for the organization based on a formalized fund development program with a marketing strategy that assures adequate funding for all Greater Houston based programs and special projects; directs activities of the fund development department and provides leadership and direction to staff; promotes the organization within the community to ensure a broad base of funding resources.

Essential Functions:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Supervisory Responsibilities (30%)

Directs the selection, training and supervision of all staff responsible for performing the daily operational duties of the Development Department; instructs and trains employees in the proper methods and procedures for conducting work; monitors work for compliance with established program policies, procedures, standards and regulations; conducts performance evaluations and makes salary and hiring/firing recommendations.

Administers, leads, plans, and supervises all areas of the Development Department, which results in fiscal stability, programmatic accountability and enhancement of the department and its areas of operations which include: donor services, marketing and public relations, volunteers, special events and fundraising from individuals, corporations and foundations.

Develops and administers the departmental budget working with the Area Commander and Managing Director; prepares timely operational reports including a detailed annual report following the yearly audit.

Manages annual and special campaigns, corporate and foundation support, major and planned giving.

Provides strong, effective and highly visible leadership to the Development team in order to capitalize on the full potential of this most critical resource; ensures that all employees are stimulated, motivated and guided to contribute fully to the realization of The Salvation Army's mission, vision, goals and objectives and empowers employees to identify innovative approaches to enhance organizational performance.

Mentor and lead Development staff as a priority in order to promote a cohesive and successful team; ensure employee engagement in a focused effort to retain and grow Development staff.

Develops and directs event fund raisers and analyzes financial outcomes.

Strategic Planning and Evaluation Responsibilities (30%)

Plans, develops, implements, and evaluates a variety of resource development strategies in order to determine their effectiveness in achieving short-range and long-range goals; communicates and coordinates with the Area Commander the status and accomplishment of short and long-range plans, goals and objectives for the Development Department.

Develops and coordinates all established and new activities pertaining to financial development including but not limited to programs for annual giving, major gifts, matching gifts, memberships, endowments and capital campaigns; plans and directs all foundation and corporate solicitations and appeals.

Coordinates all Planned gifts/bequests with the Texas DHQ Development Director and appropriate staff.

Develops and recommends an annual plan for the Development department; sets out objectives, plans, and specific activities to be pursued in each area of responsibility; develops the context of the organization's strategic and operating plans and supports the objectives established in those plans.

Develops and coordinates a plan for donor recognition, retention, renewal and up-grade; responds to donor concerns and requests; implements programs to identify prospective contributors and cultivate major donors.

Community Outreach and Liaison Responsibilities (10%)

Establishes positive relationships with community leaders and serves on local committees; seeks advantageous partnerships with community businesses, vendors and individuals.

Serves as primary staff representative to the Advisory Board on behalf of the Development Department.

Attends meetings and other community involvements, which are pertinent to the promotion and support of The Salvation Army and enhancing its programs and projects.

Participates in continuing education opportunities, conferences and seminars to enhance professional growth and encourages/supports continuing education of staff.

Cultivation, Solicitation, and Stewardship of Donors (30%)

Develops and fosters relationships with institutional funders and finds personal connections with staff, board, volunteers and donors that will ensure the attention of institutional funders.

Ensures THQ approved donor management system is maintained so that accurate and complete records are prepared and maintained for each donor and identified prospect.

Develops, establishes and maintains a listing of donors/prospects; ensures that all requests from donors/prospects for information and clarification are responded to in an accurate, timely and professional manner; evaluates day-to-day efforts to ensure that goals established are met and/or surpassed.

Develops, prepares and monitors quarterly reports illustrating progress.

Coordinates with the Divisional Development Director and involves Resource Development and Planned Giving team, where necessary.

Other Responsibilities:

Travels, as needed, to represent The Salvation Army both locally and outside of Greater Houston Area to support and enhance all development programs and projects.

Performs other duties as assigned.

Materials and Equipment:

Personal Computer

General Office Equipment

Knowledge, Skills and Abilities:

Knowledge of foundations, individual and corporate funding opportunities.

Knowledge of budgeting principles and procedures, basic statistical methods, decision-making techniques.

Knowledge and ability to review and prepare reports from donor software Interchange.

Ability to train and effectively direct the activities of department staff and volunteers.

Ability to administer a budget and monitors expenditures for compliance with the same.

Ability to prepare and maintain reports in an accurate and complete manner.

Ability to present a positive and professional image of The Salvation Army.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Business Administration, Marketing, Communications, or related field, with a Master's degree preferred.

And

Ten years experience in a comprehensive development program with progressively responsible experience and demonstrated success in major gifts fundraising,

Or

any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Certifications:

Valid State Drivers License
CFRE Certification preferred

Physical Requirements:

Ability to meet attendance requirements.

Ability to read, write, and communicate the English language effectively.

Ability to speak before large groups in person, by radio and television.

Ability to travel to various locations in order to participate in public meetings, conferences, etc.

Ability and willingness to conduct all duties in accordance with the ministry of the organization and its Christian principles; conducts all communications and job duties with the highest level of professionalism.

Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking.

Limited amount of physical effort required associated with walking, standing, lifting and carrying light objects (less than 25 lbs.) frequently.

Working Conditions:

Work may be performed in an office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like but not limited to the office environment.

Statement of Purpose:

This document provides descriptive information about the above Salvation Army position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. The Salvation Army reserves the right to make changes to this document as deemed necessary without providing advance written notice.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature

Date