



Job Title: Director of Development and Fundraising

Organization: His Grace Foundation

Location: 2449 South Boulevard Suite 105 (Rice Village area)

Reports to: Executive Director

Employee Classification: Exempt

Job Summary

The Director of Development and Fundraising for His Grace Foundation will play a pivotal role in driving the organization's growth by developing and executing a comprehensive fundraising strategy. The role involves cultivating relationships with donors, corporate sponsors, foundations, and other stakeholders to secure the necessary resources to support the foundation's mission of providing emotional, financial, and physical support to children undergoing Bone Marrow Transplant treatment and their families.

Key Responsibilities

- Fundraising Strategy and Execution
- Develop and implement a strategic and diversified fundraising plan to meet short-term and long-term financial goals.
- Lead all fundraising efforts, including annual giving, major gifts, corporate sponsorships, events, and grant writing.
- Research and identify new revenue streams, including online fundraising and partnerships.
- Develop and maintain a calendar of fundraising activities.

Donor Relations and Stewardship

- Cultivate relationships with current donors, potential donors, corporate sponsors, and foundations.
- Develop tailored communication and engagement strategies to retain and grow donor base.
- Organize donor recognition programs to enhance stewardship and appreciation.
- Create and maintain an accurate donor database to ensure timely communication and follow-up.

Grant Writing and Management

- Research and identify grant opportunities aligned with the foundation's mission.
- Write compelling and successful grant proposals, applications, and reports.
- Manage grants to ensure compliance with funder guidelines and reporting requirements.



Event Planning and Management

- Plan, organize, and execute fundraising events, including golf tournaments, fun run/walk and community events.
- Work closely with volunteers, committees, and staff to ensure the success of each event.
- Manage event budgets and provide post-event analysis to inform future efforts.

Communications and Marketing

- Collaborate with the Communications Director to create marketing materials, newsletters, social media campaigns, and other promotional content.
- Enhance the visibility of the foundation's programs and fundraising initiatives.
- Develop compelling messaging to inspire and engage potential donors and sponsors.

Team Leadership and Collaboration

- Supervise and mentor development staff, volunteers, and interns.
- Work closely with the Executive Director, Board of Directors, and other key stakeholders to align fundraising strategies with organizational goals.
- Present regular progress reports to the Executive Director and Board.

Qualifications

- Bachelor's degree in nonprofit management, business, marketing, communications, or related field.
- Minimum of 5-7 years of experience in fundraising, development, or a related field, with a proven track record of success.
- Strong understanding of nonprofit operations, development strategies, and donor stewardship.
- Excellent written and verbal communication skills, including grant writing.
- Experience with donor management software and fundraising platforms.
- Strong organizational, leadership, and project management skills.
- Ability to build and maintain relationships with diverse groups of stakeholders.
- Experience in planning and executing large-scale events.

Preferred Qualifications

- Master's degree in a related field.
- CFRE (Certified Fund Raising Executive) certification.
- Knowledge of the Houston-area philanthropic community.



Application Instructions:

To apply, please submit your resume and a cover letter detailing your experience, salary requirements, and interest in the position by **January 15, 2025**, to elisabet@hisgracefoundation.org.

We look forward to hearing from candidates who are eager to contribute to the growth and success of His Grace Foundation!