

Job Title	Director of Fund Development
Employer/ Agency	One Voice Texas
Job Description	<p>The Director of Fund Development is a newly created position to capitalize on the institutional success of One Voice Texas. He/She will collaborate with membership organizations; identify funding prospects and opportunities; and create and implement strategy for prospect engagement. He/She will also provide project management and strategic planning for all fund development efforts on behalf of One Voice Texas and its members and stakeholders, ensuring that resources are secured that will enable the organization to carry out its mission.</p> <p><u>Essential Duties and Responsibilities:</u> To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Strategic Planning and Implementation <ul style="list-style-type: none"> ○ Work with the Board of Directors and its Fund Development Committee to build a comprehensive development plan for the short, intermediate and long term funding goals of the organization. ○ Research and identify new funding sources – public and private – including foundations, individuals, corporations, etc. ○ Collaborate with membership organization staff to create and identify opportunities for shared funding. • Resource Development <ul style="list-style-type: none"> ○ Develop and execute fundraising campaigns and events. ○ Manage the day-to-day operations of the fund development department by: <ul style="list-style-type: none"> ▪ Preparing funding proposals, solicitations, reports and other materials. ▪ Tracking donor prospects and maintaining institutional records. ▪ Stewarding donors with appropriate acknowledgment processes and recognition opportunities. ▪ Building and maintaining relationships with prospects and donors. ○ Collaborate with other staff and departments in the creation of marketing materials and reports for funding proposals. ○ Monitor annual activity to achieve fund development goals. • Community Relations and Board Management <ul style="list-style-type: none"> ○ Coordinate and co-lead Fund Development Committee meetings. ○ Provide fund development progress reports to the Board of Directors and others as appropriate. ○ Recruit Fund Development Committee members. ○ Represent One Voice Texas before a variety of stakeholder groups including the One Voice Texas Board of Directors and membership.

	<ul style="list-style-type: none"> ○ Participate in One Voice Texas' efforts to educate/engage stakeholders/community.
Qualifications	<p><u>Preferred Qualifications:</u></p> <ul style="list-style-type: none"> ○ Bachelor's degree. ○ Three to five years' work experience with demonstrated success in fund development. ○ Experience in annual fundraising, institutional giving, and development operations. ○ Excellent communication skills, both written and orally. ○ A confident and team-orientation work approach. ○ Commitment to and passion for the mission of One Voice Texas.
Salary/Hours	DOE
Address	5120 Woodway Drive, Ste. 6000
City, State, Zip	Houston, Texas 77056
Contact Person	Laurie Glaze
Contact Title	Executive Director
Email Address	lglaze@onevoicetexas.org
Application Method	Submit a resume and cover letter by email to Laurie Glaze at lglaze@onevoicetexas.org . Please respond by December 1. This position is not eligible for relocation reimbursement.
Opening Date	11/11/14

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