



Job Title: Director of Development

Mission Statement: LifeHouse is a Christ-centered ministry ensuring life for unborn children by providing opportunities for housing, help, and hope for young women during their pregnancies and beyond. LifeHouse of Houston Inc., is a 30 year-old housing ministry for young women ages 12 and older in an unplanned pregnancy. Our desire is to turn the challenges of unplanned pregnancies into opportunities for growth for pregnant women and to ensure life for their unborn babies. We facilitate this by providing a Christian family home setting under-girded by counseling, life skills instruction, education, and post-partum support. We have two maternity homes on adjacent properties that can house up to 12 women, and another home in the Third Ward that houses two women and their newborns. We also have a program called LifeLine that supports this same population with non-residential services.

Job Summary: As our Development Director you are responsible for all of our vital revenue streams which allow us to achieve our mission and maximize our impact in the community. This includes monthly giving, planned giving, general fund, and future expansion projects, ie: Capital Campaign.

Qualifications: Passion for the mission of LifeHouse, which is a Christ-centered ministry ensuring life for unborn children by providing opportunities for housing, help, and hope for young women during their pregnancies and beyond. Strong Christian faith, beliefs and lifestyle indicative of such beliefs.

Education: Bachelor's Degree, 5 – 8 years of nonprofit development experience

Location: Administrative office located within Houston city limits, and some travel between the South Houston campus near Hobby Airport and our Third Ward location

Department: Development

Job Status: Full-Time

Reports To: Executive Director

Supervises: Marketing Manager, Events Manager, Volunteer Manager

Job Responsibilities:

- Help donors accomplish their philanthropic goals and ambitions through a relationship with LifeHouse
- Maintain long-term relationships with existing donors
- Identify and build relationships with new and prospective donors
- Manage systems and software to track and cultivate donors and prospects, including donor database
- Make direct, face-to-face solicitations
- Recruit, train, and support key volunteers to assist in advancement efforts
- Communicate fundraising goals throughout the organization and equip team members to reach them
- Develop and execute the annual fundraising plan with the goal of raising \$1.2 million annually
- Build out planned the giving program
- Build out the general fund program
- Generate new ideas that increase revenue and donor loyalty
- Increase monthly giving support
- Oversee major development events (annual dinner and golf tournament)
- Report on program progress and metrics to senior management and the board
- Oversee the development budget and monitor expenses
- Create a streamlined communication plan that combines strategic messaging and marketing
- Manage overall messaging of internal and external communications

*Other duties as assigned

Experience Required:

- Nonprofit development experience (5-8 years)
- Management experience required (2 years)
- Experience with creating and executing marketing and capital campaigns
- Ability to maintain professional boundaries with clients, staff members, and donors while still creating a warm and inviting atmosphere
- A natural gifting of attention to details and organization
- The ability to be flexible and learn quick is required
- Ability to cope and excel in the presence of frequent and rapid change
- Proficient in Word, Excel, & Outlook
- Ability to work with diverse individuals and people groups
- Excellent verbal and written communication skills
- Proficient organization and presentation skills
- Ability to work independently and as a team member
- Excellent time management and ability to prioritize

- Ability to work on multiple projects at once
- Valid driver's license with acceptable driving record and current personal liability insurance
- Personal vehicle to use for transportation between facilities and occasionally to locations outside of LifeHouse
- Ability to lead a team in a manner that builds trust
- Ability to facilitate conflict resolution among team members

Physical Requirements:

- Ability to walk, stand, climb stairs, sit, bend, stoop, and drive a motor vehicle
- Some carrying or lifting (up to 20 pounds) is required.
- Ability to see, read, write, hear and speak clearly in order to communicate with staff, volunteers, donors, clients and visitors

Equipment Used: Telephone, copier, computer, other office equipment, vehicles, dolly

Work Environment:

- On LifeHouse property OR offsite having lunch/dinner with donors
- Typical work schedule is Monday – Friday, 9am – 5pm (flexible with some nights and weekends)
- Work schedule may be subject to change to meet the needs of the LifeHouse ministry
- Work attire is business/business casual depending on the location you are officing in
- The above job description is intended to describe the general nature and level of work being performed by an employee in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of an employee assigned to this job.

Health Insurance:

Health insurance arrangements are evaluated annually and are subject to change. Currently, LifeHouse offers an employer sponsored, fully insured health plan to its full-time employees. LifeHouse covers 100% of the cost of the premium for the health plan for the FT employee. Spouse and dependent coverage premiums are not covered by LifeHouse.

**If you waive participation in the LifeHouse employer sponsored, fully insured health plan, LifeHouse is unable to enter into an Employer Payment Plan (EPP) or Health Reimbursement Arrangement (HRA) regarding health insurance.

Benefits: A benefits package will be presented at the time an employment offer is made.