

WEST HOUSTON ASSISTANCE MINISTRIES, INC. (WHAM) Houston, Texas

[www.whamministries.org](http://www.whamministries.org)

West Houston Assistance Ministries, Inc. is an Equal Opportunity Employer.

**Job Opening - to begin January 2010**

Accepting resumes to the attention of Shirley A. Downing Executive Director:

Email: [sdowning@whamministries.org](mailto:sdowning@whamministries.org)

<b>Job Title: Director of Development</b>
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**Position Summary:** Plan, develop and implement a program securing corporate, institutional and individual donations and fundraising efforts. This program will include, but is not limited to, annual events, campaigns and direct solicitation efforts to sponsor churches, individuals, community and corporate sponsors and donors. Reports to Executive Director, with monthly reports and presentation to the Board of Directors.

**Primary Responsibilities:**

1. Developing/overseeing major fundraising projects and plan and implement a Capital Campaign.
2. Bring potential donors to WHAM's facilities to solicit support and promote WHAM enhancing the mission and vision of the organization. This effort should be supplemented and supported by attending, speaking and accepting leadership roles in civic groups, foundations and networking organizations in Houston. Cultivate and enhance the financial participation of current and potential sponsor churches.
3. Coordination of proposals and grants, obtaining large monetary awards for major revenue needs. This effort should coincide with the efforts and work of the Executive Director and the Marketing and Communications Director. Write proposals and grants obtaining large monetary awards for major revenue needs of WHAM and Capital Campaign.
4. Attending staff meetings, professional organizational meetings, Board fundraising committee meetings, Board of Directors meetings and all fundraising functions.
5. Work closely with Assistant Executive Director in projected income and anticipated expenditures. This includes developing an annual fundraising budget.
6. Work closely with Marketing and Communications Director in developing press releases, fundraising promotion needs, and other communications and marketing areas.
7. Prepare reports tracking fundraising results, including the increased revenue to be included in the monthly reporting package for presentation to the Executive Director and Board meetings. Maintain and update donor database.

**Individual qualifications for the candidate should include:**

**Experience:** Minimum of five to seven years of fundraising experience. Such experience should include: Interacting with diverse interest groups and delivering effective speeches. Developing, organizing and implementing strategic long-range fundraising programs and tracking results for analysis. Sustained success in fundraising and capital campaign management or equivalent business development experience

**Education** University degree

**Skills** Must have the ability to: Develop, implement and monitor the results of fundraising plans. Recognize trends and opportunities and process multiple tasks efficiently. Excellent public relations/networking plus excellent communication and interpersonal skills and confidence in public speaking. Technical skills in strategic planning, market development and research. Computer skills – Microsoft Office. Flexible in performing variety of assignments.

The candidate must demonstrate the principles, beliefs and values upon which the organization and its mission were founded.