DEVELOPMENT DIRECTOR

Reports To: Chief Advancement Officer
Department/Team: Head of Development Department
Member of Advancement Team
Member of Leadership Team
Status: Full-time, Exempt Position
Hours: 40 hours/week
Direct Report: Development Manager-West
Development Coordinator

EMPOWERING LIVES SINCE 1996:
Amazing Place began as The Senior's Place in two converted classrooms at St. Luke's United Methodist Church in 1996 under the leadership of Rev. Dean Robinson. Today, we annually serve more than 10,600 individuals. In 2025 we opened our second campus in Katy.

OUR MISSION:
We empower families facing the challenges of dementia and Alzheimer's and advance brain health for all.

WHO WE ARE:
At Amazing Place, we believe that those living with dementia can live full, meaningful lives. We also believe much can be done to embrace good brain health, protect memory, slow progression of and prevent neurological disorders.

POSITION OVERVIEW:

The primary responsibility of the Director of Development is to obtain the necessary resources to operate Amazing Place through solicitation of individual, corporate, church and foundation donors. This person is responsible for all fundraising activities of Amazing Place to meet the organization's revenue goal, for maintaining positive relations with the community and for directing the daily operations of the Development Department. The Director of Development follows the mission, goals, and objectives of Amazing Place, as set forth by the Board of Directors.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Fundraising:

- Plans and implements Development strategy to achieve annual fundraising revenue goal through institutional giving, individual solicitation, annual fund, special events, planned giving, and other development initiatives.
- Collaborates with Chief Advancement Officer and Development staff on identification, cultivation, solicitation, and stewardship of donors.
- Responsible for growing individual donor portfolio along with Chief Advancement Officer and President & CEO, cultivating new donors and maintaining relationships with past donors.
- Executes fundraising events, working with Chief Advancement Officer and Development staff to identify chairs, speakers, and venues, in addition to contracting with event planners as needed.
- Establishes internal processes within Development Department to monitor progress against fundraising goals and track activities for meaningful contact with donors.
- Works with Executive Leadership, Institutional Giving Director and other staff to learn about operational priorities and program updates to align organizational needs with donor interests.
- Oversees donor record management within Donor Perfect, working with Development staff to ensure timely and accurate reporting, acknowledgement, and recognition of donors.
- Serves as staff liaison to the Board's Development Cultivation Committee and provides regular reports to Chief Advancement Officer, President & CEO and Board of Directors.
- Promotes culture of philanthropy within organization and create shared sense of success around fundraising activities and goals.
- Performs all other duties as assigned.

Communications:

- Collaborates with Communications to produce development materials, including annual fund direct mailing, that are on brand and representative of Amazing Place.
- Responsible for pulling donor mailing lists and ensure accurate donor listings for any printed or digital communication pieces.
- Seeks positive publicity opportunities and coverage.

Community Relations:

- Assists with Amazing Place outreach activities when needed.
- Establish relationships with key volunteers, working with Volunteer Department to promote involvement with the organization.
- Represents Amazing Place at public and private functions.

Other duties and responsibilities as assigned by the Chief Advancement Officer

QUALITATIVE DIMENSIONS OF POSITION:

Leadership

- Must have the ability to accommodate others' needs and demonstrate flexibility.
- Must have the ability to multitask and remain composed even when under high stress.
- Must have the ability to maintain a positive and optimistic outlook.
- Must be team-oriented and flexible.
- Exhibit confidence in self and others.
- Inspire and motivate others to perform well.
- Effectively influence actions and opinions of others.
- Inspire respect and trust.
- Accept feedback from others
- Provide vision and inspiration to peers and subordinates
- Give appropriate recognition to others
- Have the ability to coach others.
- Display passion and optimism.
- Mobilize others to fulfil the vision.
- Must be team-oriented and flexible to act as a leader or follower.

Communication

- Must be persuasive and confident in oral and written communication
- Have the ability to listen and empathize with Team Members, Participants and Caregivers

Problem Solving

- Identify and resolve problems in a timely manner
- Gather and analyze information skillfully
- Develop alternative solutions
- Work well in group problem solving situations
- Use reason even when dealing with emotional topics

.

Judgment

- Have a demonstrated ability to accept accountability for decisions and actions.
- Have the ability to consider safety and the consequences of actions.
- Display willingness to make decisions.
- Exhibit sound and accurate judgment.
- Supports and explains reasoning for decisions.
- Include appropriate people in decision-making process.
- Make timely decisions.

Managing People

- Make self-available to Staff.
- Provide regular performance feedback.
- Foster quality focus in others.
- Improve processes, products and services.
- Continually work to improve supervisory skills.

Interpersonal

- Focus on solving conflict, not blaming.
- Maintain confidentiality.
- Listen to others without interrupting.
- Keep emotions under control.
- Remain open to others' ideas and try new things.
- Have the ability to maintain a positive and optimistic outlook.

Delegation

- Delegate work assignments.
- Match the responsibility to the person.
- Give authority to work independently.
- Set expectations and monitors delegated activities.
- Provide recognition for results.

Technical Skills

- Assess own strengths and weaknesses.
- Pursue training and development opportunities.
- Strive to continuously build knowledge and skills.
- Share expertise with others.

EDUCATION REQUIREMENTS

Bachelor's Degree and 3-5 years of fundraising leadership.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED

Maintains current CPR and AED Certifications.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Possesses solid organizational skills as well as intermediate to advanced computer/technology proficiency. Understands the concept of being a team player in a work environment where employees consistently come together for the greater good. Recognizes that the unpredictable nature of working with dementia patients could occasionally involve contributing more than your share of the workload to achieve a departmental or participant outcome. Maintains a cheerful communication style, demonstrating the necessary patience to work well with persons who have mild to moderate dementia.

SUPERVISORY RESPONSIBILITY

The Development Director shall carry out supervisory responsibilities in accordance with the Organization's policies and applicable laws. He/she shall directly supervise between one to two employees. His/her Supervisory Responsibilities shall include recruiting, training employees; planning, assigning, and directing their work; appraising performance; rewarding, and coaching employees; addressing complaints and resolving problem. In addition, he/she shall assist in the Employee discipline process, coaching and performance management process.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision. While performing the duties of this Job, the employee is regularly required to reach with hands and arms and talk or hear. The employee is regularly required to stand; walk and sit.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

COMPENSATION

Compensation is commensurate with experience. We provide an excellent benefits package including 401k matching.

APPLICATION PROCESS

Resumes are currently being accepted and will continue to be accepted until a candidate has been selected. To apply please submit your resume, cover letter and salary requirements to careers@amazingplacehouston.org. Only those selected for an interview will be contacted.