



Job Description: Development Manager

Organization: Young Audiences, Inc. of Houston

The **Development Manager** is a leadership role responsible for the overall fundraising strategy and execution of all development activities for Young Audiences, Inc. of Houston. This individual will be a key member of our leadership team, driving revenue growth to support our mission. The ideal candidate will have a proven track record of successful fundraising, strong leadership skills, and a deep passion for our cause. Professional growth opportunities, annual bonuses based on performance, and a monthly health stipend available. Option to work hybrid with a flexible schedule.

Key Responsibilities

- **Fundraising Strategy:** Manage a comprehensive annual development plan that includes individual giving, foundation grants, corporate sponsorships, special events, and major gift campaigns.
- **Donor Relations:** Cultivate and steward relationships with major donors, foundations, and corporate partners. Ensure timely and meaningful communication to build long-term relationships.
- **Grant Management:** Oversee the grant application and reporting process. Identify potential grant opportunities and write compelling proposals and reports.
- **Budgeting & Reporting:** Develop and manage the development department budget. Provide regular reports on fundraising progress to the CEO.
- **Events:** Plan and execute fundraising events, from small cultivation gatherings to large-scale galas, ensuring they are both impactful and profitable.
- **Data Management:** Utilize our donor database in Salesforce to track all donor interactions, gifts, and pledges, ensuring data integrity and accuracy.

Qualifications

- **Experience:** A minimum of 2 years of experience, with a proven track record of meeting and exceeding fundraising goals.
- **Skills:** Exceptional written and verbal communication skills. Strong public speaking and presentation abilities. Excellent project management and organizational skills.
- **Knowledge:** Deep understanding of fundraising principles, donor cultivation strategies, and ethical fundraising standards.
- **Education:** Bachelor's degree or equivalent experience.
- **Attributes:** A self-starter with a proactive approach. Passionate about the mission of Young Audiences, Inc. of Houston. Collaborative, creative, and results oriented.

To Apply: Please submit your resume and a cover letter to yahou@yahoo.org. No phone calls, please.