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| <b>Job Title</b>        | Fund Development   Vice President of Development  |
| <b>Employer/ Agency</b> | Catholic Charities of the Archdiocese of Galveston-Houston  |
| <b>Job Description</b>  | <p>The Vice President of Fund Development serves as the organization’s chief fundraising strategist and leader, responsible for designing, implementing, and overseeing a comprehensive fund development program that supports the mission and long-term sustainability of the Agency. The Vice President will lead the Development and Marketing teams while managing a personal portfolio of donors for cultivation and stewardship. This role is responsible for identifying and pursuing new avenues of philanthropic funding and will work closely with the President &amp; CEO to engage, cultivate, and steward the organization’s most significant donors. The VP serves as the liaison to the Board’s Development Committee and is a key member of the executive management team.</p> <p><b><u>Strategic Leadership &amp; Planning</u></b></p> <ul style="list-style-type: none"> <li>• Collaborate with the President &amp; CEO and Board of Directors to engage donors in advancing Catholic Charities’ mission, vision, and values.</li> <li>• Develop and execute a comprehensive, multi-year fundraising strategy aligned with organizational goals and growth plans</li> <li>• Establish annual and long-range fundraising targets across all fundraising channels</li> <li>• Serve as a key member of the executive leadership team, contributing to organizational strategy and planning</li> <li>• Monitor fundraising performance and provide regular reports, forecasts, and analysis to senior leadership and the board</li> <li>• Design and implement a stewardship program to deepen donor relationships, retain current supporters, and increase philanthropic contributions.</li> </ul> <p><b><u>Donor Relations &amp; Major Gifts</u></b></p> <ul style="list-style-type: none"> <li>• Lead and manage major gift initiatives, including identification, cultivation, solicitation, and stewardship of high-level donors</li> <li>• Maintain a personal portfolio of major and principal gift prospects</li> <li>• Build long-term, meaningful relationships with donors and prospects through personalized engagement strategies</li> <li>• Oversee donor stewardship programs to ensure donor satisfaction, retention, and growth</li> </ul> <p><b><u>Team Management &amp; Collaboration</u></b></p> <ul style="list-style-type: none"> <li>• Lead, mentor, and manage the fund development and marketing team, fostering a results-driven and collaborative culture</li> <li>• Oversees the donor database team, ensuring accurate gift reporting, mailing lists, and constituent information</li> <li>• Establish clear goals, performance metrics, and professional development plans for development staff</li> <li>• Ensure fundraising best practices, ethical standards, and compliance with relevant regulations</li> </ul> |

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|                           | <ul style="list-style-type: none"> <li>• Coordinate with senior leaders and program directors to identify program needs and funding opportunities.</li> <li>• Collaborate with the VP of Finance on financial accounting, gift recording, and timely reporting of donations and grants.</li> </ul> <p><b><u>Board &amp; Volunteer Engagement</u></b></p> <ul style="list-style-type: none"> <li>• Partner with the CEO and board leadership to engage board members in fundraising initiatives</li> <li>• Provide fundraising training, tools, and coaching to board members and key volunteers</li> <li>• Provide leadership to the Development Committee of the Board of Directors.</li> <li>• Serve as a primary advisor to campaign chairs and key campaign ambassadors</li> <li>• Perform other duties as assigned.</li> </ul> |
| <b>Qualifications</b>     | <p><b>Qualifications</b></p> <p>The <b>Expertise</b> We're Looking For</p> <ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Five (5) years of managerial/fundraising leadership experience</li> <li>• Ten (10) years of progressive fundraising/development experience</li> <li>• Valid Texas Driver's License</li> </ul>  |
| <b>Salary/Hours</b>       | Full-Time   |
| <b>City, State, Zip</b>   | Houston, TX   |
| <b>Application Method</b> | Apply Here:<br><a href="https://catholiccharities.org/about-us/jobs/">https://catholiccharities.org/about-us/jobs/</a>  |
| <b>Opening Date</b>       | Immediately   |

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