

Job Title	Director of Development
Employer/ Agency	The Council on Recovery
Job Description	<p>The Council on Recovery is a 501(c)(3) not-for-profit organization whose mission is to keep our community healthy, productive and safe by providing services and information to all who may be adversely affected by alcohol, drugs, and related issues.</p> <p>IDEAL CANDIDATE</p> <p>The Council on Recovery is seeking a Director of Development with proven nonprofit fundraising and management experience and skills. The Director of Development is responsible for spearheading the identification, cultivation, solicitation and stewardship of The Council’s donor prospects. The job includes donor research, planning and the coordination and administration of the process of acquiring, renewing and upgrading individual donors and institutional foundations. The ideal candidate must:</p> <ul style="list-style-type: none"> •Have knowledge and proven experience with major foundations and corporations. •Be highly organized and motivated. •Have strong interpersonal skills needed to establish relationships with prospects and donors. •Work both as an effective member of a team and independently. •Be available to work some early mornings, nights and weekends as necessary to execute positional responsibilities. •Bring a supportive and positive attitude. •Have both the personality and intuitive fundraising skills to be successful in The Council’s major gifts and special events fundraising culture. •Have a functional knowledge of Raiser’s Edge or related donor management software (proficiency in Raiser’s Edge preferred.) •Accept additional. •Demonstrate an ability to perform a variety of duties simultaneously and accept additional assignments willingly. •Be flexible to accommodate changing workloads, a variety of personalities and unpredictable situations. •Knowledgeable or quick to learn about addiction, treatment and recovery (passion for the cause a plus.) <p>ESSENTIAL FUNCTIONS AND COMPETENCY CRITERIA</p> <ul style="list-style-type: none"> •With the CEO, identify and cultivate major gift prospects and donors, with a specific emphasis on individual donors identified through special events and foundation prospects. •Serves as the team leader for all campaigns including operations and capital: •Develop and execute cultivation and solicitation strategies •Serve as the primary interface between the grantor/foundation and the organization and develop relationships with foundations and grant administrators •Manage grant timelines, reports and grant writing to ensure grant guidelines are being followed •Coordinate the efforts of the team on each grant request and oversee the quality

	and accuracy of work •Identify new sources of funding to meet fundraising goals and assist in annual budget preparation.
Qualifications	<ul style="list-style-type: none"> •Bachelor's Degree required (Master's Degree a plus) •Minimum of 3 - 5 years of successful fundraising experience with proven and measurable results •Experience in major gifts and endowment funds preferred •Experience in strategically planning, implementing and leveraging fundraising special events •Experience working with and managing staff and volunteers •Have a functional knowledge of Raiser's Edge or related donor management software (proficiency in Raiser's Edge preferred.) •Proficient in Microsoft Office: Word, Excel and Outlook •Valid and current automobile insurance required for all vehicles driven for work purposes.
Salary/Hours	8:30-5:00 (Occasional evenings/weekends)
Employer/Agency	The Council on Recovery
Address	303 Jackson Hill Street
City, State, Zip	Houston, TX 77007
Contact Person	Human Resources
Telephone Number	281-200-9321
Fax Number	281-200-9341
Email Address	hrdept@councilonrecovery.org
Application Method	http://www.councilonrecovery.org/employment/ or email resume to hrdept@councilonrecovery.org
Opening Date	1/26/2017

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