



January 15, 2015

Location: Houston, Texas

DEVELOPMENT DIRECTOR

Space Center Houston, owned and operated by the non-profit Manned Space Flight Education Foundation, Inc., is the Official Visitor's Center for NASA Johnson Space Center. Currently, we are seeking a Development Director responsible for managing and implementing all aspects of fundraising for Space Center Houston.

POSITION RESPONSIBILITIES:

- Manage and develop Space Center Houston's Development Department to achieve established fundraising goals.
- Identify, cultivate and communicate with donors; keep them informed on a regular basis of Space Center Houston's work and the impact of their contributions on the life of the organization.
- Research potential funders and secure funding; may include individuals, foundations, corporations and government.
- In consultation with the President and CEO, develop and implement the department's annual fundraising plans, short and long-term goals, and strategies.
- Develop grant proposals to include foundations, corporations, government entities and other grant funding sources.
- Oversee and provide strategic direction for Space Center Houston's membership program and annual giving program.
- Oversee the planning and execution of all fundraising events.
- Develop agendas and materials for Development Committee meetings and any special event or other fundraising-related task forces; attend meetings, provide the support committees need to be successful, and manage follow-up activities with volunteers.
- Participate in the identification of new potential Board members.
- Assist in the recruitment and training of fundraising volunteers.
- Communicate with Board members and fundraising volunteers for development support needs.
- Prepare regular reports on progress related to fundraising and the management of the fund development activities.
- Develop and recommend policies and procedures related to the development program.
- Oversee all donor communications including acknowledgements, correspondence and invitations.
- Direct the Department's database management and reporting systems using Salesforce software; work with Development Assistant and other SCH staff members to ensure accuracy in donor records and system generated reports; maintain accurate accounting of all income and sources.

- Participate in conferences and staff meetings.
- Directly supervise one employee in the Development Department; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Collaborate and interface with SCH staff members to ensure consistent messaging, image and information in all materials, presentations and website content; consult with staff as needed when fulfilling requests for information to maintain reporting accuracy.
- Develop effective fundraising materials and presentations to represent Space Center Houston's mission, goals, and strengths.
- Participate as an integral team member of the management team in achieving the organization's goals; and
- Other duties and responsibilities as assigned by the President and CEO.

POSITION QUALIFICATIONS

- Bachelor's Degree in a related field.
- A minimum of seven years experience in the field of non-profit fundraising with a proven record of successful fundraising and demonstrated experience in securing major contributions.
- Recent experience in researching, writing and securing grants.
- Previous management experience in a Development role preferred.
- Proficiency in Microsoft Office Products; previous experience working with and a thorough knowledge of fundraising technology.
- Ability to gain a thorough understanding of Space Center Houston's goals and strengths and express these clearly and effectively to prospects.
- Excellent oral and written communication skills. Strong interpersonal skills with the ability to work effectively in a team environment.
- Ability to develop and manage budgets and prepare accurate financial reporting of fundraising results.
- Experience working with a Board of Directors.
- The desire and ability to represent the organization in a professional manner to external constituencies on a local, regional and national level.
- High level of personal and professional integrity.
- Ability to travel and work flexible hours including some nights and weekends.

FOR MORE INFORMATION OR TO SUBMIT A RESUME, PLEASE CONTACT:

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