

Job Title:	Development Manager – Houston, TX	Full-Time/ Part-Time:	Full-Time
Division/ Department:	Development- Houston Area	Hourly/ Salary:	Salary
Salary/ Salary Range or Hourly Rate:	Commensurate with experience	Regular/ Temporary/ Per Diem:	Regular
Work Schedule:	Monday - Friday	Exempt / Non-Exempt:	Exempt

Company Overview:

SBP is an award-winning, innovative, disaster resilience and recovery nonprofit organization whose mission is to shrink the time between disaster and recovery. SBP educates, advocates for and improves the disaster recovery system so that impacted homeowners and communities can have a prompt, efficient and predictable recovery. Thanks to thousands of volunteers and the service of 240 AmeriCorps members each year, SBP has rebuilt more than 1,350 homes across 8 states. To learn more about SBP’s other strategic interventions to achieve our mission, please visit SBPUSA.org.

At SBP, we are driven by four core values:

- 1 - All problems are solvable.
- 2 - People are hardwired to fix, solve and help.
- 3 - We treat our clients the way we would treat our family.
- 4 - We believe in continuous improvement, or as we call it, “Constructive Discontent”

SBP encourages innovative, hard-working individuals who care about driving social impact to join our team so that, together, we can change the way America prepares for and recovers from disasters.

Job Summary:

SBP has enjoyed significant growth over the past several years and is now recognized as a leader in the post-disaster recovery and resilience field for its innovative programs that increase the efficiency of rebuilding after disasters. The organization is seeking a qualified, Houston-based Development Manager (DM) to work with the Chief Development Officer (CDO) and development staff to grow and strengthen SBP’s relationships with corporate and individual donors in order to retain our current donor base and develop new business and new donor relationships. The DM will be responsible for creating and executing short and long-term account plans for all current and prospective corporate and individual donors with an emphasis in major gifts (\$1,000+) to realize substantial revenue growth. This outward facing role will require the candidate to be a self-motivated leader who has the demonstrated ability to build strong, mutually beneficial relationships.

Qualifications:

- Four-year university degree or equivalent combination of education and experience
- 3 to 5 years’ experience in resource development with an emphasis on major donors (\$1,000+) at large regional or national nonprofit and/or sales/marketing experience with an applied emphasis on customer or donor relationship building;
- Superior writing, communication and interpersonal skills
- Proven track record of reaching fundraising goals
- Experience with data management /performance analytics
- Experience partnering with marketing staff to develop effective messaging in order to increase organization’s fundraising goals
- Ability to pivot quickly to new fundraising opportunities when natural disasters occur
- Ability to lift 25lbs.
- Must live in (or within 15 miles of) Houston
- Must have transportation
- Must be able to travel

Responsibilities:

- Identify, cultivate, solicit and leverage relationships with all current and prospective corporate and individual donors with an emphasis on major gifts (\$1,000+) to create additional opportunities to meet annual revenue goals.
- Develop annual donor plans and action steps needed to engage all current and prospective donors with an emphasis on major gifts (\$1,000+) on a year-round basis to secure additional financial support for SBP.
- Analyze the effectiveness of the annual donor plans against delivering objectives by tracking revenue generation, donor communication, donor visits and donor retention.
- Maintain accurate and detailed records for all current and prospective donors with an emphasis on major donors (\$1,000+).
- Manage tracking and reporting of all active local corporate and foundation grants.
- Design and coordinate targeted fundraising activities and events for all current and prospective donors with an emphasis on major donors (\$1,000+)
- Implement programs to thank, recognize, renew and upgrade all current donors with an emphasis on major donors (\$1,000+).
- Provide regular activity status to the Chief Development Officer.
- Develop and successfully execute at least one major Houston-area fundraising event each year.
- Attend and represent SBP at community events that build brand awareness and engage constituents throughout the region.
- Create and support high volume, small gift fundraising opportunities with local volunteers, students and small businesses.

Primary Relationships:

This position reports to the Chief Development Officer.

The position has primary relationships with the development team, senior management staff, and Houston rebuilding program staff. Externally, the position coordinates with various donor segments, volunteers and Board Members.

Performance Expectations:

- Able to juggle multiple, competing priorities in a fast-paced environment.
- Exceptionally self-motivated.
- High level of personal accountability.
- Align work performance with SBP's core values.
- Top-notch written communication and interpersonal skills.
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities.
- Effective listening skills.
- Superior work ethic and high energy level.
- Desire and ability to work, grow and learn in a startup environment.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.

To Apply: Submit a tailored cover letter, resume, three professional references and salary history to careers@sbpusa.org. We follow up with qualified candidates, please no emails or calls.