

**Title:** Director of Development  
**Reports To:** Executive Director  
**Salary:** Starts at \$85,000 annually, commensurate with experience  
**Office Hours:** Monday through Friday, 8:30 am – 5:00 pm

GHIRP has outstanding benefits including medical and dental insurance, retirement, life insurance, long-term disability leave, parental leave, and paid time off. GHIRP has a hybrid office policy that requires a minimum of three days a week in-office for most positions.

### Description

The Director of Development will lead and grow the philanthropic efforts of the Galveston-Houston Immigrant Representation Project (GHIRP), a nonprofit organization dedicated to ensuring immigrants have access to justice, dignity, and high-quality legal representation. Reporting to the Executive Director and serving as a key strategic partner to organizational and Board leadership, the Director of Development will develop and execute a comprehensive fundraising strategy to support GHIRP's continued growth and long-term sustainability.

This is an exciting opportunity for a relationship-driven fundraising professional to help sustain a growing organization with a powerful mission and strong community credibility. The Director of Development will oversee individual giving, institutional fundraising, donor stewardship, special events, sponsorships, and development operations while helping strengthen a culture of philanthropy throughout the organization.

The Director of Development will also serve as a strategic partner to the Executive Director and Board leadership in strengthening board engagement, fundraising participation, and organizational governance practices. This role will help coordinate board communications, meeting preparation, committee activities, and leadership engagement strategies that support GHIRP's mission and long-term growth.

### Duties/Responsibilities

#### **Fundraising Strategy & Leadership**

- Develop and implement a comprehensive annual fundraising plan with measurable goals and strategies
- Partner with our leadership team to support organizational fundraising priorities and long-term sustainability
- Identify opportunities to diversify and grow revenue streams, including major gifts, foundations, corporate sponsorships, events, and recurring giving
- Track fundraising performance and provide regular reports, analysis, and recommendations to leadership and the Board
- Help foster a culture of philanthropy across the organization

### **Major Gifts & Donor Engagement**

- Build and manage a portfolio of individual donors and prospective supporters
- Cultivate, solicit, and steward major donors through personalized engagement strategies
- Support the Executive Director and Board members in donor relationship management and fundraising activities
- Develop donor communications and stewardship strategies that deepen engagement and increase retention

### **Institutional Giving**

- Manage foundation and corporate fundraising efforts, including proposal development, reporting, and partner relationships
- Collaborate with the communications director and program staff to gather impact stories, outcomes, and data needed for grant applications and reports
- Research and pursue new institutional funding opportunities aligned with GHIRP's mission and programs

### **Events & Community Engagement**

- Lead fundraising strategy and execution for special events, including sponsorship development and donor engagement
- Help elevate GHIRP's visibility and philanthropic presence throughout the Houston and Galveston communities
- Support community partnerships and opportunities that strengthen awareness and investment in GHIRP's mission

### **Board & Executive Partnership**

- Serve as a strategic partner to the Executive Director in supporting Board engagement, communications, and organizational priorities
- Work closely with Board leadership, including the Board Chair and committee leaders, to coordinate meetings, agendas, materials, and follow-up actions
- Help strengthen Board participation in fundraising, donor engagement, and community visibility efforts
- Support recruitment, onboarding, and engagement strategies for Board members and key volunteers
- Coordinate Board committee activities related to development, governance, or strategic initiatives as assigned

### **Development Operations**

- Manage donor database, gift tracking, acknowledgements, and fundraising systems
- Ensure accurate recordkeeping and timely donor communications
- Develop and improve fundraising processes, policies, and reporting tools
- Collaborate with communications staff and external partners on fundraising materials and campaigns

### Requirements

- Bachelor's degree
- Minimum 5 years of nonprofit fundraising experience, preferably including major gifts and institutional giving
- Demonstrated success cultivating and soliciting donors and managing fundraising campaigns or initiatives
- Strong relationship-building and communication skills
- Excellent writing and presentation abilities
- Experience managing multiple priorities in a fast-paced, mission-driven environment
- Comfort working collaboratively with executive leadership, staff, volunteers, and board members
- Familiarity with donor databases and fundraising systems

### Preferred Qualifications

- Experience working in immigration, legal services, human rights, social justice, or community-based nonprofit organizations
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
- Bilingual English/Spanish proficiency
- Experience helping build or scale fundraising operations in a growing organization
- Knowledge of the Houston philanthropic community
- Texas Driver's License; clean driving record; own vehicle; applicable auto insurance.
- Able to pass federal and statewide background checks and submit to drug testing upon hire.

**How to Apply:** Applicants should send their Cover Letter and Resume to [VanessaP@ghirp.org](mailto:VanessaP@ghirp.org).