



Development Director

Writers in the Schools (WITS) in Houston, TX

Job Overview and Requirements

Writers in the Schools (WITS) is seeking a Development Director to expand on a successful fundraising model, while maintaining our existing donor programs and fund development relationships. You will join our team in an exciting moment in our history, while we are expanding our impact and relevance in the educational landscape. We are seeking a candidate with a passion for reading, writing, teaching, and leading.

Our story: Storytelling reveals our truest selves. Since 1983, Writers in the Schools (WITS) has worked hand-in-hand with educators and professional writers to teach students the craft of writing. WITS is transforming the hearts and minds of young people across Houston. Each year over 38,000 children and teachers cultivate their own stories and discover the joy of creativity that takes place when students, writers, and teachers join together.

As WITS grows, we need an experienced Development Director who can work with the rest of the team to shape and implement an ambitious fundraising strategy. The Development Director is responsible for overseeing all fundraising initiatives of the organization. With support from the Communications and Development staff, the Executive Director, and the Board, this person will build and manage all WITS fundraising by increasing corporate sponsorship, overseeing an annual gala, managing communications, and stewarding donors. While WITS has created the framework for fund development, our plan is to add an amazing leader to our team who will help guide us as we evolve into a national organization.

Reports To: Executive Director

Supervises: Development and Communications staff, interns, volunteers, and consultants

Essential Responsibilities:

Fundraising (50%)

Donor and Board Relations (25%)

Event Related Fundraising (25%)

Our Hiring Process & Timeline:

We will review applications on a rolling basis until the position is filled.

- We will conduct short phone interviews in late May.
- If you are invited for an in-person interview, we will ask for two work samples relevant to this position, e.g. your own writing or other relevant material, as well as 3 professional references.
- Finalists will be invited to a second-round interview, and we will make an offer shortly thereafter.
- Ideally, we would like the selected candidate to start in June.

Essential Requirements:

- A minimum of five years of fund development experience in the nonprofit sector with experience working with major gifts at \$50,000+ level
- Astounding written and oral communication skills
- Curiosity and a love of continuous learning
- High emotional intelligence, able to easily develop deep, trusting relationships with diverse individuals from many different backgrounds
- Able to work special events, with occasional evenings and weekends
- Commitment to our mission and our values of education, innovation, connection, and creativity
- Excellent fund development strategy, planning, and donor-cultivation abilities
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations

Compensation and Benefits:

- Salary based on experience
- Full-time, exempt position, working 37.5 hours per week. We believe in work-life balance, and are committed to keeping the workload in alignment with the true hours worked
- 22 days of PTO, 12 paid holidays, and a flexible, family-friendly schedule
- We provide medical (PPO), dental, vision, short- and long-term disability, life, and AD&D insurance, with WITS covering over 90% of the costs of the insurance package

To apply, please submit the following to mail@witshouston.org

- A cover letter that provides an introduction and gives us a sense of your writing style
- Résumé or CV

WITS is an equal opportunity employer. People of color are strongly encouraged to apply.