

Inprint Development Director Position Description

Inprint seeks a highly motivated, dynamic, team-oriented, and experienced Development Director to lead its growing fundraising efforts. The Development Director is responsible for implementing and overseeing a multi-faceted fundraising program, including planning, developing, and carrying out strategies to meet the organization's financial goals, with a focus on foundations, individuals, government entities, and corporations, as well as events. Candidates must have experience as a strong development generalist in a nonprofit of similar or greater size and scope. Inprint has an annual budget of nearly \$1,000,000, 80% from donated income. The Development Director reports to the Executive Director (who is active in fundraising) and works closely with other members of the Inprint staff, and a very strong Board of Directors. A knowledge and love of literature is required. Primary responsibilities include:

- **Board Relations**
 - Provide staff support to the Development Committee and coordinate all committee activities.
 - Work closely with the Board members to develop strategies for support of Inprint.
 - Report development activities to the Board and Executive Committee at meetings.
 - Prepare monthly written reports to the Board and Executive Committee.
- **Individual, Foundation, Government, and Corporate Grants**
 - Research, cultivate, and initiate new prospects for operating and program support with the help of staff and Board members.
 - Maintain existing program and operating support grants, keeping in touch with grantors.
 - Write grants and develop supporting materials.
 - Cultivate and develop corporate sponsorships.
 - Track and maintain the calendar of all development activity, including cultivation, grant requests (submissions, trustee meetings, awards), and stewardship.
 - Acknowledge grants received and prepare interim and final reports and packets.
- **The Poets & Writers Ball**
 - Plan, execute, and manage annual fundraising event for 400+ donors and guests, working closely with gala chairs and volunteers.
 - Develop all written materials, including underwriting letters, invitations, programs, and acknowledgments.
 - Manage graphic design, printing, and mailing of all gala-related materials.
 - Assist gala chair(s) and committee with cultivating and securing gifts.
 - Track and acknowledge underwriting support.
 - Write personal notes to major donors.
 - Coordinate details for event.
- **Annual Fund Drive**
 - Plan and execute the Annual Fund drive, including the development of incentives and solicitation materials.
 - Track campaign progress and acknowledge donors.
- **Stewardship**
 - Prepare stewardship reports for major donors, including endowment donors who have given campaign gifts to endow the Cullen Foundation Chair in Creative Writing at the University of Houston and the Inprint fellowships and prizes for UH Creative Writing Program graduate students.

■ **Donor Database**

- Supervise donor data entry.
- Run reports for Board and committee meetings.
- Maintain development web resources.

The ideal candidate will have three-to-five years experience in nonprofit fundraising, including familiarity with direct gift cultivation and solicitation, working closely with an active and powerful nonprofit board, and meeting multiple targets and deadlines. We seek a creative individual who wants to be part of a hard-working, committed team and wishes to work in a collaborative, flexible, friendly, and efficient office. The best candidates will be passionate about the literary arts and able to communicate this passion to donors and to diverse segments of the community.

The mission of Inprint, a nationally renowned nonprofit arts organization, is inspiring readers and writers in Houston. Through its many cultural and educational programs, Inprint serves the needs and interests of readers and writers in Houston and beyond.

- The Inprint Brown Reading Series—which celebrates its 30th anniversary this year—has brought nearly 300 of the world’s best writers to Houston, including 5 Nobel Prize winners, 49 Pulitzer Prize winners, and 45 National Book Award winners.
- Inprint writers’ workshops (from 8 weeks to year-round) serve different segments of the community, including aspiring writers, K-12 school teachers, senior citizens, and at-risk children, and *Cool Brains!* Inprint Readings for Young People is the city’s only public venue that presents the nation’s leading children’s and young adult writers.
- Inprint fellowships and juried prizes for graduate students at the UH Creative Writing Program help attract and retain the nation’s top emerging writers. Inprint has given more than \$2 million in support to these young writers, who give back to the community through their work in Inprint programs and at area schools and colleges. Inprint has also raised funds to endow a chair in creative writing at the University of Houston.

(Note: Inprint is an independent 501(c)(3) nonprofit organization and has no formal ties to UH.)

The position is full-time. Salary is negotiable. Benefits include three weeks vacation, medical/dental coverage, and a flexible and pleasant work environment. Some evening and weekend work required.

To apply, submit resume, cover letter, and a writing sample to:

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Inprint is an Equal Opportunity Employer.

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