

## **INPRINT DEVELOPMENT DIRECTOR POSITION DESCRIPTION**

Inprint seeks a highly motivated, dynamic, team-oriented, experienced Development Director to lead its 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, individual donors, government entities, and corporations, as well as events. The successful candidate will be a strong development generalist with proven leadership in a nonprofit of similar or greater size and scope. Inprint has an annual budget of \$1.2 million, 80% of which is donated income. The Development Director reports to the Executive Director and works closely with the other four members of the Inprint staff and a strong Board of Directors.

The ideal candidate will have at least five years of successful experience in nonprofit fundraising, with competence in all areas of development, including: direct gift cultivation/solicitation; grant writing/administration; event management; database development; the ability to meet multiple targets and deadlines; and Board relations. We seek a creative individual who wants to be part of a hard-working, committed team working 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. A knowledge and love of literature is required. Responsibilities include:

### ■ **Staff Team Member**

- Participate in staff discussions and decision-making meetings, including long-range planning.
- Offer support at Inprint programs, including the Inprint Margaret Root Brown Reading Series, *Cool Brains!* Inprint Readings for Young People, and celebratory readings for Inprint community workshops.
- Provide development content to be used on the webpage and in the annual report.
- Proof and edit written materials to be presented to the public, as editing is a team sport at Inprint.
- Attend all Board, Executive Committee, and Development Committee meetings, giving reports when appropriate.

### ■ **Individual, Foundation, Government, and Corporate Giving**

- 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, with assistance.
- 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, with assistance.
- Prepare stewardship reports for major donors, including donors who underwrite Inprint fellowships and prizes for UH Creative Writing Program graduate students and an undergraduate prize at Rice University.
- Oversee the tracking of all donations in GiftWorks.
- Coordinate the Administrative Assistant's grant support work, including grant and final report writing and photo archiving.
- Work with Marketing Director to see that photos needed for grant purposes are taken.
- Work with the Associate Director on financial information needed for grants as well as program information for final reports.

### ■ **Inprint Poets & Writers Ball**

- Share the responsibility of planning, executing, and managing annual fundraising event for 400+

donors and guests, working closely with gala chairs, fellow Inprint staff members, and volunteers.  
—Primary responsibilities include coordination with gala chairs, solicitation of donations, tracking of all gifts, and reporting to the Board on the progress of the event.

—Work with the Executive Director, who secures the gala chairs, featured speaker, and before-dinner readers; the Associate Director, who coordinates with the venue and outside vendors; the Marketing Director, who oversees the development of all printed materials and media coverage associated with the event; and the Office Manager/Program Administrator on tracking all donors and guests and preparing all acknowledgements.

—Develop and coordinate mailing of all solicitation and acknowledgement materials, including underwriting invitation packets, invitations, and patron thank-you letters.

—Assist gala chair(s) and committee with cultivating and securing gifts.

—Track and acknowledge underwriting support.

—Coordinate post-gala acknowledgments to major donors.

—Ensure the capture of all donor and guest contact information in GiftWorks; send thank you letter and 2 tickets to spring IBRS reading to new donors/guests.

■ **Annual Fund Campaign**

—Plan and execute the Annual Fund drive, writing the solicitation letter, managing the list of donors to be approached, and working with the Office Manager/Program Administrator to track and acknowledge all gifts.

—Report to the Board on the progress of the campaign.

■ **Books and Bellini Young Professional Event**

—Assist the Marketing Director in planning and executing an annual cultivation event for young professionals.

■ **Donor Database**

—Oversee the work of the Office Manager/Program Administrator and Administrative Assistant to maintain the integrity of the Inprint donor database in GiftWorks.

—Continue to build database through addition of all new donors, as well as IBRS individual seat buyers, gala guests, and other program participants.

—Supervise the preparation of database mailing lists for fund-raising initiatives, Board and committee meetings, and programming as needed.

■ **Board Relations**

—Provide staff support to the Development Committee; coordinate all committee activities.

—Work closely with the Board members to develop strategies for support of Inprint.

—Support Development Committee Chair(s) in reporting development activities to the Board and Executive Committee at meetings.

—Prepare monthly written reports to the Board and Executive Committee.

**About Inprint**

The mission of Inprint, a nationally renowned nonprofit arts organization founded in 1983, is inspiring readers and writers in Houston. Through its broad range of literary performance and educational programs, Inprint connects more than 10,000 individuals each year through the power of the written word, creating a vibrant community of readers and writers—and a national focal point for the literary arts.

- Inprint literary performance programs serve individuals of all backgrounds at little or no cost. The Inprint Brown Reading Series—now entering its 35<sup>th</sup> season—has presented more than 325 of the world’s best writers in Houston, including winners of 7 Nobel Prizes, 58 Pulitzer Prizes, 55 National Book Awards, 48 National Book Critics Circle Awards, 14 Man Booker Prizes, as well as



17 U.S. Poets Laureate. *Cool Brains!* Inprint Readings for Young People brings together the nation's leading middle-grade writers with the next generation of readers. Inprint Poetry Buskers write poems on demand on typewriters at festivals and special events throughout the city, spreading the joy of poetry.

- Inprint writers workshops (from 8 weeks to year-round) serve different segments of the community, including aspiring writers, K-12 school teachers, senior citizens, health-care employees, and other special populations.
- Inprint fellowships and juried prizes for graduate students at the UH Creative Writing Program help to attract and retain the nation's top emerging writers. Inprint has provided more than \$3 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.

The position is full-time. Salary is negotiable. Benefits include three weeks' vacation plus holidays, medical/dental coverage, retirement plan, 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 a 501(c)(3) nonprofit organization.