

Inprint Development Director Position Description

Inprint seeks a highly motivated, team-oriented, creative, and experienced Development Director to lead its growing fundraising efforts. The Development Director is responsible for implementing and overseeing a multi-faceted program, including planning and implementing strategies to meet the organization's financial goals, via individual, foundation, government, and corporate gifts/grants and events. Inprint has a small staff with decades of experience and an annual budget of \$1,200,000, 80% from contributed income. The Development Director reports to the Executive Director and Associate Director (who are active in fundraising) and works closely with other members of the Inprint staff, as well as a strong, supportive, and dedicated Board of Directors, Advisory Board, and Presidents Council.

The ideal candidate will have 3-5 years of experience in nonprofit fundraising, including 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 has excellent project management and writing skills, 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 to donors and diverse parts of the community.

Primary responsibilities include:

- **Board Relations**
 - Provide direction and support to the Board Development Committee and coordinate all committee activities.
 - Work closely with the Board and Advisory Board members, many of whom are Inprint's lead donors, to develop strategies for Inprint support.
 - Report development activities at Board and Executive Committee meetings.
- **Individual, Foundation, Government, and Corporate Grants**
 - Research, cultivate, and initiate new prospects for operating and program support with the help of staff and Board and Advisory Board members to meet program and operating support targets.
 - Maintain existing program and operating support grants and is an excellent relationship manager.
 - Manage/write grants, final reports, and supporting materials, with the help of other staff, attending to deadlines and assembling teams as needed on a timely basis.
 - Maintain and share donor pipeline and the calendar of all development activity.
 - Execute/supervise execution of cultivation, asks/requests, acknowledgement, and stewardship.
 - Cultivate and develop corporate sponsorships.
- **The Inprint Poets & Writers Ball**
 - Work with Board and staff to establish gala fundraising goal, recruit gala chairs and host committee, and assist all in cultivating and securing pledges/gifts.
 - Team leader, planning/managing/overseeing the growth and execution of annual fundraising event for 400+ donors and guests, working closely with gala chairs, Board/Advisory Board members, staff, and volunteers to reach gala goals.
 - Write/oversee the development of gala written materials, including underwriting letters and acknowledgments.

- Assist gala chair(s) and committee with cultivating and securing gifts.
- Oversee tracking and proper acknowledgment of underwriting support.
- Write personal notes to major donors.
- **Annual Fund Drive**
 - Plan and execute the Annual Fund drive, including the development of incentives and solicitation materials.
 - Track campaign progress and oversee acknowledgement of donors.
- **Stewardship**
 - Prepare stewardship reports for major donors, including endowment donors who have given campaign gifts to endow/support the Inprint fellowships and prizes for UH Creative Writing Program graduate students.
 - Oversee Inprint donor stewardship in general.
- **Donor Record Keeping**
 - Ensure that accurate and complete donor records are being kept.
 - Ensure that donor database is up to date and apropos, and supervise donor data entry.
 - Maintain Inprint development web resources.

The position is full-time. Benefits include three weeks of vacation plus holidays (including between Christmas and New Year), medical/dental coverage, retirement contributions (to a SEP IRA), and a pleasant work environment. Some evening and weekend work required. Inprint is an equal opportunity employer that values workplace diversity.

To apply, email resume, cover letter, and a development writing sample to hr@inprinthouston.org. The position is open until filled. The optimal start date is October 1. No phone calls please.

ABOUT INPRINT

A nonprofit organization founded in 1983, the mission of Inprint is to inspire readers and writers in Houston. Inprint has helped to transform Houston into a diverse and thriving literary metropolis where creativity is celebrated, and Houstonians come together to engage with the written word. Through the Inprint Margaret Root Brown Reading Series, the Inprint *Cool Brains!* Reading Series, and *Escritores en la casa*, thousands of individuals of all ages meet and hear from the world's most accomplished writers and thinkers. The Inprint Writers Workshops, Teachers-as-Writers Workshops, Senior Memoir Workshops, Life Writing Workshops for healthcare providers, the Inprint Incarcerated Workshops, and Inprint Veterans Workshops help individuals of all backgrounds to become better writers and share their stories. The Inprint Poetry Buskers, with typewriters in hand, demystify and increase appreciation for poetry in communities throughout the city. *Ink Well*, a podcast presented by Tintero Projects and Inprint, showcases emerging and established Latinx writers. Since the organization's inception, Inprint support for the nation's top emerging writers at the University of Houston Creative Writing Program – more than \$4 million in fellowships, prizes, and employment – has enabled more than 500 graduates to impact their communities and the nation through writing, teaching, and more. The [Inprint video](#) and more information is at <http://inprinthouston.org>.