

Inprint Development Manager

Position Description

Inprint seeks a meticulous, deadline driven, team-oriented Development Manager, who is an excellent writer and communicator, passionate about Inprint's mission and programs, and excited to manage the organization's growing fundraising efforts. The ideal candidate will have 3+ years of experience in nonprofit arts fundraising, including grant writing, database management, processing gift acknowledgments, assisting with fundraising events, donor interface, working closely with an active and powerful nonprofit board, and meeting multiple targets and deadlines simultaneously. We seek a creative individual who is an impeccable writer, attentive to details, a strategic thinker, can follow directions, has excellent project management skills, likes working collaboratively, takes initiative, keeps detailed records, and wants to be part of a hard-working, committed, flexible, friendly, and efficient office. An understanding of Houston's philanthropic arts community is a plus. This is an exciting position for someone who loves the world of fundraising, seeks a leadership role in the field, and enjoys having direct contact with donors and the communities we serve, with room for growth.

The Development Manager is responsible for 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 Manager reports to the Executive Director and Associate Director (both of whom are active in fundraising, a team sport at Inprint) 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 successfully maintain Inprint's current development practices and help take fundraising to the next level.

Primary responsibilities include:

- **Individual, Foundation, Government, and Corporate Grants**
 - Maintain existing program and operating support grants – including preparing, writing, and submitting all grant applications, support materials, interim reports, final reports, stewardship reports, and acknowledgements; keeping staff abreast of all deadlines and leveraging staff to gather data and materials needed; maintaining organizational grants calendar, physical and digital files, and detailed records; and interfacing with grants officers and individual donors to champion Inprint.
 - Take a leading role in researching new funding opportunities for the organization, including corporate sponsorships, and – working closely with Board/Advisory Board and staff - manage initiation, cultivation, and follow up of new prospects.
 - Work with staff to ensure grant requirements are met and grantors are accurately and publicly acknowledged.
- **Fundraising initiatives - *Inprint Poets & Writers Ball and Inprint Annual Fund***
 - Team leader working with the Board/Advisory Board and staff to ensure that strategies and initiatives are implemented to meet gala and Annual Fund goals.
 - Take a leadership role in planning, actualizing, and overseeing the successful delivery of all fundraising activities and donor incentives and serve as frontline staff in responding to and communicating with donors.
 - Write/oversee the development of underwriting solicitation and acknowledgement letters/materials.
 - Oversee tracking of donors, pledges, payments, progress towards goals, and acknowledgement process.
 - Maintain solicitation timelines and mailing lists, work with mail house, and coordinate

- letter signing with Board members, gala chairs, and Executive Director.
- Work with Communications Manager to coordinate digital communications.
- Assist gala chair(s) and gala committee with cultivating and securing gifts.
- Write personal notes to major donors as appropriate.
- **Development Recording Keeping**
 - Develop and manage Inprint’s donor pipeline and calendar of development activity.
 - Ensure that accurate and complete donor records are kept and that the donor database is up to date, and supervise donor data entry.
 - Create publicly shared donor lists and regularly provide updated content for Inprint’s web development resources.
- **Board Relations**
 - Serve as staff liaison for Board Development Committee, scheduling meetings, creating meeting agendas and support materials, responding to members’ requests, and following up on suggested committee activities.
 - Provide written and verbal reports on development activities at Board and Executive Committee meetings.
 - Work closely with the Board and Advisory Board members, many of whom are Inprint’s lead donors, to develop strategies for Inprint support, soliciting gala chairs, and growing organization’s donor base.
 - Work with Board Development Committee and leadership staff to develop annual fundraising goals
- **Staff all programs and other duties as assigned**

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

To apply, email resumé, cover letter, and a development writing sample to hr@inprinthouston.org. The position is open until filled. No phone calls please.

ABOUT INPRINT

A nonprofit organization founded in 1983, the mission of Inprint is to inspire readers and writers. 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 Inprint and Tintero Projects, 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. Inprint pivoted quickly and effectively to online readings and workshops, and conducted a successful virtual gala. The [Inprint video](http://inprinthouston.org) and more information is at <http://inprinthouston.org>.