

Manager - Fund Development

Greater Houston Black Chamber Foundation (501c3)

Houston, TX (On-Site)

About Greater Houston Black Chamber Foundation

The GHBC Foundation is a 501(c)(3) nonprofit committed to advancing economic opportunity, workforce development, and business growth within the Houston communities. As the philanthropic arm of the Greater Houston Black Chamber (GHBC), the Foundation supports innovative programs that connect businesses, entrepreneurs, students and professionals to pathways for success.

Initiatives include workforce and internship programs, strategic partnerships with corporations and public agencies, and convenings that foster collaboration between business leaders, policymakers, and the community. GHBC is actively relaunching and expanding its impact, creating a unique opportunity to build a sustainable funding infrastructure.

Position Summary

The Fund Development Manager will create and lead the development strategy, execution, and growth of all fundraising activities for GHBC and the GHBC Foundation. This role is responsible for building a diversified revenue portfolio that includes corporate partnerships, public and private grants, individual/corporate philanthropic giving, and creating fundraising events.

This is a high-impact, on-site role ideal for an outcome-driven professional who can both develop strategy and execute the plan effectively. The Fund Development Manager will work closely with leadership to establish the Foundation for long-term sustainability and measurable community impact.

Compensation & Benefits

Salary: \$65,000 annually

Flexible work schedule

Performance-based incentives may be offered

On-site role in Houston, TX

Opportunity to hold a key leadership role in a growing mission-driven organization

Key Responsibilities

Fundraising Strategy & Revenue Growth

- Develop and implement a comprehensive annual fundraising plan aligned with organizational goals

- Establish and manage revenue targets across multiple funding streams
- Build and maintain a strong pipeline of prospective donors and funding opportunities
- Identify new funding opportunities that align with GHBC and the GHBC Foundation programs and priorities

Donor & Relationship Management

- Cultivate and manage relationships with individual donors, major gift prospects, and community stakeholders
- Develop and execute a fundraising plan, donor engagement and stewardship strategies
- Lead donor meetings, presentations, and follow-up communications
- Create and manage donor recognition and retention initiatives

Corporate Partnerships & Sponsorships

- Identify, secure, and grow partnerships with corporations, public agencies, and institutional partners
- Develop sponsorship packages tied to GHBC programs, events, and initiatives
- Align corporate giving opportunities with workforce development, internship programs, and community impact goals
- Maintain ongoing engagement with partners to ensure long-term support

Grants & Institutional Funding

- Research, identify, and pursue grant opportunities from foundations, corporations, and government entities
- Write, submit, and manage grant proposals and applications
- Ensure compliance with grant requirements, including reporting and deliverables
- Build and maintain relationships with grant-making organizations

Fundraising Events & Campaigns

- Plan and execute fundraising campaigns and events that drive revenue and visibility
- Integrate fundraising strategies into existing GHBC programs and convenings
- Evaluate event performance and return on investment
- Collaborate with leadership to expand signature fundraising opportunities

Data Management, Reporting & Systems

- Track and analyze fundraising performance metrics and KPIs
- Maintain accurate donor records and manage CRM systems
- Prepare regular reports for leadership and the Board of Directors

- Use data insights to refine fundraising strategies and improve outcomes

Leadership & Collaboration

- Work closely with the CEO/President, Board of Directors, and program staff
- Support Board engagement in fundraising efforts
- Coordinate with internal teams to align funding with programmatic impact
- Assist in building future development infrastructure and capacity

Qualifications

- More than 3 years of experience in nonprofit fundraising, development, or related field
- Proven track record of meeting or exceeding fundraising goals
- Experience securing corporate sponsorships and/or grant funding
- Strong relationship-building and communication skills
- Excellent grant writing skills, specializing in proposals and donor communications
- Strategic thinker with the ability to execute and deliver results
- Experience with CRM systems and fundraising analytics preferred
- Bachelor's degree or equivalent professional experience

How to Apply

Interested candidates should submit your application by June 1, 2026.