

Director of Development

SUMMARY

The Director of Development is a full-time salaried position, working closely with and reporting to the Chief Operating Officer while collaborating closely with the Executive Director, the Director of Strategy & Programming, and the team. The Director of Development is responsible for strategically managing all aspects of development cultivation, stewardship, recognition and communications in support of I Live Here I Give Here's mission and goals. This includes the solicitation and relationship management of individual and major gifts, and of public and private funding, while elevating the stakeholder experience in line with fundraising strategies. The Director of Development is responsible for spearheading all development activities across all programs and other initiatives involving nonprofit donor and member participation.

The Director of Development will be evaluated based on achievement of goals set in partnership with the Executive Director and Chief Operating Officer.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Develops major gift strategy for individuals, foundations, and corporations.
- Manages organizational development pipeline and engages annual business fundraisers to move through major gift pipeline.
- Manages annual business sponsor program and sponsorship for individual programs.
- Implements sponsorship benefits and manages stewardship & engagement.
- Manages new CRM database implementation, donor database, and information sources.
- Writes proposals and manages proposal pipeline.
- Manages grant research, writing and reporting.
- Manages creation of development proposals, program materials, and communications.
- Supports preparation and execution of board, advisory councils, and stakeholder meetings.
- Supports projects, program, events, communications in addition to customer, intern, and volunteer relations.

Position description for informational purposes and is not an exhaustive list of all responsibilities. Additional duties that are consistent with the responsibility level of this position may be assigned.

REQUIREMENTS:

- Bachelor's degree required.
- 5+ years proven development program direction or business strategy development experience.
- Must be organized, results driven, detail oriented with strong planning and execution skills.
- Must have exceptional written, verbal and interpersonal communication skills.
- Must have a passion for philanthropy and its impact on community improvement.
- Must be a strategic thinker and a relationship builder.
- Proven experience in funding development, management and evaluation.
- Fluent in Microsoft PowerPoint and Adobe CC for program materials development.
- Experience with program/fundraising management software and databases.
- Ability to work collaboratively, quickly, and under pressure and effectively with others to set goals, resolve problems, and make decisions.

The position is full time. The salary is commensurate with experience and includes paid time off and paid holidays.



To apply please send your resume to: resumes@ilivehereigivehere.org

About I Live Here I Give Here

I Live Here I Give Here's mission is to make Central Texas the most generous community in the nation. Programs like Amplify Austin Day, See Jane Give, Give Back Jack, Giving Tuesday, and the Board Internship Program are designed to help locals find the issues they care about and take action to be part of the solution. By inspiring new and young givers, volunteers, and activists to make an impact on the community where they live, I Live Here I Give Here is ensuring that philanthropy in Central Texas grows and lives on for decades to come. For more information, visit ILiveHereIGiveHere.org.

Commitment to Diversity and Inclusion

I Live Here I Give Here provides equal employment opportunities (EEO) to all team members and applicants according to their experience, talent, and qualifications for the job without regard to race, color, national origin, religion, age, disability, sex (including pregnancy, gender stereotyping, and marital status), sexual orientation, gender identity, genetic information, military/veteran status, or any other category protected by federal, state, or local law in every location in which the company has facilities. I Live Here I Give Here believes that diversity and an inclusive company culture are key drivers of creativity, innovation and performance. Furthermore, a diverse workforce and the maintenance of an atmosphere that welcomes versatile perspectives will enhance our ability to fulfill our vision of creating the most generous community of givers, volunteers, activists, and businesses.