



## **Development Director Job Description**

### **About Spirit Reins:**

Spirit Reins is a pioneering and compassionate nonprofit provider of equine assisted, trauma informed psychotherapy for children and adults. Our typical clients have experienced significant trauma in their lives and our program helps them develop the tools and resources they need to reach their full potential.

At Spirit Reins, Clinical Therapists and Equine Professionals work alongside the entire family – helping them develop specific skills and abilities needed for a foundation of lifelong well-being. We use a trauma focused experiential, client-centered therapeutic approach. Spirit Reins has been serving Central Texas residents on our 125-acre ranch since 2003.

### **Position Summary:**

This full-time position is responsible for working directly with the Executive Director and Board of Directors. As part of Spirit Reins' senior staff, the Development Director is the principal development strategist and will oversee the implementation of all fundraising and communication strategies.

### **Essential Job Duties and Responsibilities**

Responsibilities include, but are not limited to, the following:

- Create, implement and manage a comprehensive strategic fundraising plan, including annual gifts, major gifts, special events and capital gifts.
- Develop, maintain and analyze metrics of all fundraising activities
- Prioritize major donor identification, cultivation, solicitation and stewardship
- Maintain all development finances to ensure expenses are in line with budget

- Recommend professional best practices to senior staff and board; facilitate development training as needed
- Cultivate strong relationships with key community stakeholders
- Oversee the Development Associate and all communication and grant writing efforts
- Oversee the planning and coordination of special events
- Ensure donor retention through a stewardship plan that includes appropriate gift acknowledgement and recognition
- Recruit, train and manage fundraising volunteers
- Work with the Development Associate to create compelling, personalized program updates, solicitation materials and acknowledgements
- Organize and maintain efficient operational procedures and record-keeping, including assisting in the management of the CRM and timely gift acknowledgements

**Preferred Qualifications:**

- Bachelor's degree required, Master's degree a plus
- 3+ years of nonprofit fundraising experience, including donor engagement and major gifts
- A proven track record of effective relationship management, securing \$5,000+ gifts and experience using moves management
- Strategic thinker with superior organizational skills, attention to detail and a self-starter attitude
- Ability to match organizational needs to donor interests
- Willingness to work occasional weekend and evening hours
- Experience maintaining a donor management software system

**Compensation and Benefits:**

- Salary commensurate with experience
- Medical, Vision and Dental insurance available
- Flexible Spending Account (FSA) plan available
- Retirement Plan – 403(b) Plan
- Competitive PTO policy

**Instructions for Application:**

To apply for this position, please email your résumé and letter of interest to [careers@spiritreins.org](mailto:careers@spiritreins.org) by Friday, March 29, 2019.