

Development Officer

Part Time Job Description

Organization

A Gift of Time

Reports to

Executive Director

Schedule

Part-time; hours and schedule to be determined

Position Summary

A Gift of Time seeks a relationship-focused Development Officer to expand private support for our free dementia respite, education, and caregiver support programs. The Development Officer will build and manage a strong pipeline of individual major donors and corporate sponsors, deepen relationships with current supporters, and create thoughtful opportunities for donors to understand the impact of our work. This is a hands-on role for someone who enjoys connecting people and businesses with a meaningful local mission.

Primary Responsibilities

- Develop and carry out an annual plan for major gifts and corporate sponsorships in partnership with the Executive Director.
- Identify, research, qualify, cultivate, solicit, and steward prospective major donors and corporate partners.
- Build and maintain a manageable portfolio of current and prospective supporters, with clear next steps and regular follow-up.
- Schedule and participate in donor visits, program tours, small cultivation gatherings, presentations, and sponsorship meetings.
- Create tailored proposals, sponsorship packages, talking points, donor correspondence, and follow-up materials.
- Strengthen relationships with local businesses, healthcare organizations, professional firms, civic groups, and community leaders.
- Partner with board members and volunteers to identify prospects, make introductions, and support relationship-building activities.
- Ensure timely acknowledgment, recognition, reporting, and stewardship of gifts and sponsorships.
- Maintain accurate donor contacts, notes, commitments, and activity records in A Gift of Time's donor database.
- Track progress and provide concise reports on contacts, meetings, proposals, gifts, sponsorships, and pipeline activity.
- Represent A Gift of Time professionally at selected community and networking events.

First Year Priorities

- Build a qualified pipeline of major-donor and corporate-sponsorship prospects.
- Create consistent cultivation and stewardship practices for current and prospective supporters.
- Secure new and renewed major gifts and corporate sponsorships that diversify revenue beyond grants.
- Increase meaningful donor engagement through personal meetings, program visits, and mission-centered communication.

Qualifications

- Demonstrated success in fundraising, business development, sales, community relations, or another relationship-centered role.
- Strong interpersonal skills and confidence engaging individuals, executives, and community leaders.
- Ability to listen well, communicate impact clearly, and make direct, respectful asks for support.
- Excellent writing, organization, follow-through, and attention to detail.
- Ability to work independently while collaborating closely with staff, board members, and volunteers.

- Comfort using donor databases, spreadsheets, email, and standard office technology.
- Commitment to confidentiality and to A Gift of Time's mission and values.
- Availability for occasional early morning, evening, or weekend meetings and events.

Preferred Qualifications

- Established relationships in Georgetown, Williamson County, or the greater Central Texas business and philanthropic community.
- Experience securing five-figure gifts or corporate sponsorships.
- Nonprofit development experience and familiarity with donor stewardship and moves management.
- Knowledge of dementia, aging services, caregiver support, healthcare, or related community needs.

Measures of Success

Performance will be evaluated through progress toward agreed-upon fundraising goals and leading indicators such as qualified prospects added, meaningful donor contacts, meetings held, proposals submitted, sponsorships secured, donor retention, and timely stewardship. Goals will reflect the part-time schedule, available organizational support, and the donor pipeline's maturity.

Work Environment

This position requires regular local travel for meetings and community events. Work may be performed through a combination of on-site, community-based, and remote activities as approved by the Executive Director. Reliable transportation is required.

About A Gift of Time

A Gift of Time is a Georgetown-based 501(c)(3) nonprofit that provides free social, non-medical respite, education, and support for families caring for loved ones living with mild to moderate dementia. Our programs create connection and meaningful engagement for participants while giving family caregivers time, support, and practical resources.

Employment statement

A Gift of Time is an equal opportunity employer. Employment is at will and may be ended by either the employee or A Gift of Time at any time, with or without cause or notice, as permitted by law.

APPLY: Please send resume and cover letter to info@agiftoftimegeorgetown.org

Salary Range: \$30-\$33/ Hour