



Organization: Girls Empowerment Network

Role: Director of Development

Location: Austin, Houston, or Dallas, Texas

Reports to: CEO

Classification: Full-time Permanent Position

Hiring Timeline: We are accepting and reviewing applications on a rolling basis beginning April 17, 2026. We aim for the selected candidate to start by June 2026 at the latest.

To apply: Complete an application [online here](#). You will be asked to answer a few short questions and submit a PDF resume and cover letter.

Working expectations:

- Most of the administrative work and internal meetings for this position will be virtual/remote from the candidate's home office (or other chosen location.) There is an option to office in our facilities in Austin.
- A few times a year in-person attendance at events, retreats, and meetings in Austin, Houston, and Dallas will be required.
- Work hours: flexible and should generally fall M-F between 9am and 6pm CST, with a high level of autonomy.
- Travel: A few times a year to various locations in Texas; some evenings and weekend work will be required.

Girls Empowerment Network's Director of Development, under the leadership of the CEO, is responsible for overseeing the agency's philanthropic giving, including foundation giving, government grants, sponsorships, fundraising events, and individual giving, totaling \$1.5M in revenue currently. The Director of Development will be supported by the CEO, Chief Program Officer, Director of Data and Operations, and Program Director in revenue goals. The Director of Development will guide the creation of annual fundraising strategies and goals for the agency, develop and oversee development processes, and equip Senior Team members with the tools needed to manage their accounts.

Key Positions Responsibilities:

- Develop an annual plan and short- and long-term strategies to raise adequate funding for the agency
 - Develop fundraising KPIs based on annual plan and track team movement towards those indicators. Analyze monthly development KPIs and report out to agency quarterly

- Enlist staff into furthering the organization's development annual plan; educating and supporting staff with respect to their development leadership roles
- Maintain development policies, systems, and procedures
 - Manage and maintain fundraising documents such as grant templates, proposals, and reports
 - Manage and maintain major donor calendar which tracks grant submission due dates and projected major donor asks
 - Manage and maintain the Development Projections document which tracks awards and declines for grant proposals and major donor asks
 - Update Agency Fundraising Manual when appropriate
 - Update Fundraising Policies when appropriate
- Manage fundraising activities and campaigns
 - Submit, and delegate, grant proposals and reports
 - Manage public-facing campaigns and delegate responsibilities amongst fundraising and marketing team
 - Manage sponsorship campaigns and delegate responsibilities amongst fundraising and marketing team
- Provide active leadership in the identification, solicitation, cultivation, and stewardship of major donors and donor prospects, to include individuals, corporations, and foundations
 - Delegate relationships with such donors amongst the Senior Team
- Manage fundraising communication and build relationships with donors
 - Represent the agency at fundraising-related tabling events, small speaking engagements, and foundation/grant informational sessions and functions
 - Lead recurring “office tours” and other stewardship opportunities for existing donors
 - Lead major donor cultivation events for new and returning donors
- Facilitate recurring Fundraising and Revenue Generation Team Meetings (internal) and Money Committee Board Meetings
- Provide visionary leadership, support, and management of team members contributing to agency communications, community engagement, and volunteer programs
 - Supervise the Volunteer Manager who is responsible for the recruitment, outreach, training, and preparation for volunteers representing Girls Empowerment Network at programs and events
 - Supervise the Communications and Marketing Manager who is responsible for creative direction and implementation of social media and email campaigns focused on outreach, specifically: attendee/program participant recruitment, donor engagement, and increasing agency visibility and brand recognition
- Girl Advocacy League (GAL) Staff Leadership
 - Serve as a liaison to Girl Advocacy League (GAL) leaders and assist in developing, monitoring, and supporting Committee Chairs in meeting their engagement, event, and fundraising goals
 - Attend most GAL events and serve as an ambassador of Girls Empowerment Network to GAL members

- Develop, implement, and monitor a GAL growth plan that increases number of members/donors and funds raised

Required Skills and Qualifications

- Minimum of 4 years of experience in professional fundraising
- Work cooperatively, courteously, and effectively with a broad spectrum of people.
- Confidence and ability to serve as a public advocate and organizational spokesperson.
- Strong written and verbal communication skills.
- Computer literacy in Microsoft Products, general office software programs, and fundraising software, including Salesforce, Click and Pledge, and MyEmma.
- Ability to work independently, exercise initiative, and accomplish tasks without continuous supervision.
- A strategic thinker who will partner with the Organizational Senior Team, board, staff, and volunteers to fulfill agency vision and in executing its mission and achieving its goals
- Commitment to and deep personal passion for the Girls Empowerment Network mission, gender justice, and anti-racist leadership.

Desired Skills and Qualifications

- Experience supervising and supporting team members by setting clear expectations, providing ongoing coaching, and fostering a collaborative work environment
- A master's degree from an accredited college or university in a relevant field of fundraising, such as business, nonprofit leadership, public affairs, social work, communications, etc.
- Experience raising funds for youth and/or girls' programs preferred
- Track record of cultivating and securing major gifts at the \$10,000+ level
- [Deep seated passion for agency's vision, values, goals, and work.](#) Commitment to the mission and values of the organization
- Work cooperatively, courteously, and effectively with a broad spectrum of people ranging from staff, board members, volunteers, and donors
- Ability to remain flexible and work with multiple and changing priorities when necessary
- Inclusive leadership and strengths-based management skills
- Strong written and verbal communication skills
- Ability to work independently, exercise initiative, and accomplish tasks without continuous supervision

What the Development Lead can count on from Girls Empowerment Network

- Salary of (\$73,999-\$89,999)
- \$2,500 stipend available for candidates who are fully bilingual in both English and Spanish; dependent on skill assessment
- 100% employer paid health, dental, and life insurances; 3% IRA matching
- UPTO (Unlimited Paid Time Off) Policy

- Travel and mileage reimbursements
- Hybrid work environment and ability to set own schedule
- A collaborative and supportive work environment with a team dedicated to social justice and a workplace free from discrimination and harassment: Our values guide how we live every day to support our mission and vision. We search for passionate leaders to join our team who will lift others up and listen to every voice, who want to make an impact and celebrate girlhood. To that end, we look for people who bring diverse experience and perspectives. We make hiring decisions based on qualifications, merit, and organization needs. Girls Empowerment Network does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other status protected by law.
- A work culture that knows life is more than what you produce and supports you as a whole human.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Speaking and hearing ability sufficient to communicate effectively by phone or in person at normal volumes.
- Vision adequate to read correspondence, computer screen, forms, etc.

Comments

This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for this job's performance. It is not an exhaustive list of all duties, responsibilities and requirements and is subject to change.

About Girls Empowerment Network

Founded in 1996, Girls Empowerment Network's mission is to ignite the power in girls by teaching them skills to thrive and believe in their ability to be unstoppable. Through activities and experiences designed to cultivate skills in 7 core domains: (Critical Thinking, Creativity, Communication, Coping Skills, Collaboration, Confidence, and Changemaking), the Seven Cs to Self-Efficacy. Girls who participate in our programs show significant growth in self-efficacy, which is their belief in their ability to succeed. Increased self-efficacy supports:

- Mental health, resiliency, and self-advocacy,
- Confidence navigating and creating positive relationships,
- More effective participation in school, so girls pursue the college and/or career path of their dreams, and ultimately contribute to the community.