



## **DEVELOPMENT MANAGER**

**Location:** Phoenix Center | Marble Falls, Texas

**Employment Type:** Full-time role, onsite

### **About Phoenix Center**

Phoenix Center is a nonprofit dedicated to providing trauma-informed mental health care for children and families. Our beautiful 77-acre Hill Country campus offers counseling, 1x1 counseling, children and parent groups, play therapy, equine therapy, ropes course programming, and summer camps—all focused on healing trauma, inspiring hope, and building resilience. We are dedicated to making high-quality mental health services accessible to all children and families in need, regardless of their ability to pay.

Phoenix Center provides a positive trauma-informed workspace and culture and supportive management allowing each team member to grow and flourish in both their career and personal life.

### **About the Role**

As the Development Manager, you will play a critical role in the growth and sustainability of the Phoenix Center by overseeing and implementing strategic fundraising initiatives. Reporting to the COO, your primary responsibility will be to manage successful implementation of events, campaigns, and donor stewardship, including individual donors, foundations, and corporations. Through your leadership, you will drive donor engagement, cultivate relationships, and work closely with the Executive Leadership team to support development goals. Some nights and weekends are required.

### **Key Responsibilities**

1. Collaborate closely with Executive Leadership and the development team to implement a comprehensive fundraising plan aligned with the organization's

mission, vision, and strategic goals. Identify opportunities for diversifying funding sources growing revenues. Identify and secure sponsors for events.

2. Build and maintain relationships with assigned portfolio of current and prospective individual donors, foundations, and corporations. Develop and execute cultivation strategies to engage donors, including personalized communications, stewardship events, and recognition programs. Ensure timely and appropriate acknowledgment of donations and maintain donor database records. Maintain donor data base with communications coordinator and for annual appeal.
3. Secure strategic relationship building, giving events, and engaging potential donors through outreach and connection.
4. Build and maintain a robust pipeline of prospects across individual, foundation, and corporate sectors. Identify and cultivate prospects, both individuals and institutions, to secure significant donations for the organization.
5. Work closely with the Executive Leadership and other members of development team to support stewardship and engage existing donors, bring in new donors, and meet or exceed annual goals.
6. Plan and manage fundraising campaigns and manage team efforts to attain financial goals. Secure matching gift donors as appropriate.
7. Maintain policies for quick turnaround timeframe for donor acknowledgment.
8. Oversee the planning and execution of fundraising events, including the annual Gala, working closely with development team and other staff. Coordinate event logistics, secure sponsorships, and collaborate with internal and external stakeholders to ensure successful and impactful events. Coordinate and lead the Gala Committee.
9. With the Executive Leadership team, manage the annual development budget and report out regularly on progress towards development goals for inclusion into monthly Board meetings. Track and analyze KPI's, including fundraising metrics, financial projections, and progress towards budgetary needs and fundraising goals. Prepare reports to share results on a regular cadence.
10. Build strategic partnerships with donors, local businesses, and other nonprofit organizations, as appropriate, to expand the organization's reach and visibility.
11. Other tasks as assigned.

## Qualifications

- Bachelor's degree in a related field (e.g., management, marketing or communications) with 5 or more years of fundraising preferred but proven fundraising success and team management track record strongly considered.
- Proven track record of successful fundraising and donor stewardship.
- Demonstrated experience in successful event planning and execution, knowledge of event software such as Greater Giving preferred.
- Excellent communication and interpersonal skills, with the ability to build relationships and engage with a wide range of stakeholders, including donors, board members, volunteers, and community partners.
- Exceptional written and verbal communication skills, including the ability to craft compelling donor solicitations, acknowledgment letters, and other content.
- Knowledge of fundraising best practices, trends, and legal requirements in the nonprofit sector.
- Demonstrated passion for serving children and families in need.
- Proficiency in using donor management systems, fundraising software, and Microsoft Office suite.
- Highly organized, detail-oriented manager preferred. Attention to detail and comfort with working with data. Strong working knowledge of Excel spreadsheets.
- Prefer self-starter who can take the initiative while also collaborating effectively in a team setting.

This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Other duties may be assigned as needed to support the organization's overall goals and objectives.

**Salary Range:** \$75k+ depending on experience

## Benefits

- Competitive pay and comprehensive PTO, including 16 staff holidays, 80 hours vacation, and monthly accruing sick time.
- Medical and dental insurance offered to full-time staff.

## Application Instructions

Please email your resume and cover letter in PDF format to:

[HR@phoenixtx.org](mailto:HR@phoenixtx.org)

No phone calls please.

Our mission is to inspire hope, health, and healing by providing the highest level of mental health care to every child and family through innovative trauma-informed therapy and education. Learn more at [www.phoenixtx.org](http://www.phoenixtx.org).