

Director of Development

El Buen Samaritano

Austin, Texas 78745

Annual Salary \$90,000 - \$100,000 (*Salary to commensurate with experience*)



Who We Are

For 35 years, El Buen Samaritano (El Buen) has been a trusted community resource for Latino and immigrant families in Central Texas. Serving more than 30,000 individuals annually through innovative, culturally relevant food access, health literacy, and education programming, El Buen is a progressive, welcoming space for families to grow into their own power and unleash their potential.

Visit our website to learn more about our organization or to apply: <https://elbuen.org/>

Job Description

El Buen seeks a Director of Development (DC) to lead fundraising strategies during an exciting period of organizational growth. As we look to increase our program, staff, and operational capacities, this dynamic professional will oversee El Buen's strategic goals of sustainability and build several diverse revenue streams to ensure the continued growth of our multimillion funding portfolio.

Purpose

The DD will lead El Buen's growing development department to include individual fundraising, grant and contract management, and will have the opportunity to build, supervise, and mentor a team of full-time and contractual fundraising professionals.

Reporting to the Chief of Staff, this position will ensure the continued growth of El Buen's robust grant portfolio and will create outreach and solicitation strategies to build our corporate and individual donor files. They will also work closely with the Communications department to manage El Buen's brand guidelines and content strategy and identify meaningful opportunities to increase El Buen's presence and recognition in the community, including through media relations and event promotion. The DD serves as liaison to the Board of Directors Development Committee and a visible spokesperson for El Buen's mission.

This position will be on campus at El Buen headquarters. This is a salaried position Monday-Friday 8am-5pm with the ability to work a flexible schedule including occasional evenings, weekends, and events.

What You Will be Doing:

Grant writing and Management (40%)

- Responsible for leading the development/writing, submission, and reporting for a diverse grant portfolio of \$7 million and up.
- Lead all grant writing activities, including research and identification, Letter of Interest/proposal writing, budget creation, grant writing, and reporting and serve as primary liaison to grant funders and prospects.
- Conduct research to identify funding prospects and open awards that fit El Buen's strategic priorities.
- Work with leadership, finance, staff, and contract grant writers to develop and conceptualize proposals.
- Ensure the timely approval and submission of grant funding proposals to private and public funders.
- Track and submit all grant and contract reports, including monthly, interim, and final reports.
- Track and manage all Letter of Interest/proposal, budget, and reporting deadlines.

Major Donor Cultivation and Stewardship (35%)

- Responsible for securing \$600k-\$700k in unrestricted funding through individual donor strategies, including the Friends of El Buen giving circle, annual appeals, and house parties.
- Manage and grow a major giving pipeline through full-cycle relationship building, to include donor identification, cultivation, solicitation, stewardship, and renewal.
- Cultivate new, first-time donors and manage a portfolio of existing individual donors.

- Perform prospect research on individual donors to determine capacity, propensity, and likelihood of giving.
- Manage outreach, activities, and events to attain and maintain a robust major donor program, including donor lunches and house parties.
- Ensure timely and accurate updating of donor/funder records in the development database, including tracking moves management and funding decisions as relevant.

Annual Fund (15%)

- Collaborate with the Development Committee to facilitate board annual contributions and fundraising engagement.
- Manage and implement two annual direct mail appeals (End of Year and Spring Appeal) and “911” appeals throughout the year.
- Manage and coordinate El Buen’s Anniversary events alongside the Development/Planning Committee.
- Coordinating with the Donor Relations Manager, support with the planning, growth, and execution of annual fundraising campaigns.

Board Affairs – Development Committee (5%)

- Be active in agency Board Affairs.
- Working with Executive leadership, Finance, and Board of Directors, establish a yearly Development Plan.
- Act as liaison to the Development Committee of the Board, including coordinating the preparation of Development Committee meeting to include developing meeting agendas, drafting and editing meeting minutes, and reports on the progress of the Development Plan.
- Attend quarterly Board Meetings to report on progress of Development Plan and other Development activities.

Other Duties as Assigned (5%)

- Oversee the administrative activities of the Development department including:
 - timely and accurate data entry for all received donations/gifts.
 - gift acknowledgement process and donor recognition activities.
 - maintenance of donor database for tracking and reporting to Executives and Board Committees.
- Be a spokesperson and advocate for El Buen’s mission by participating in networking events and giving presentations on behalf of El Buen.
- Participate in annual Development Strategic Planning activities, including departmental and individual goal setting.
- Participate in emergency response operations as needed to address community disasters.

What You Will Bring:

- Bachelor’s degree in nonprofit management, communications, business, marketing, social work or other related field; Master’s degree preferred.
- At least seven (7) years’ proven record of fundraising/donor relations, grant writing success and management of grant reports and proposals.
- 2-4 years professional experience in:
 - Organizing and implementing such activities as: major gifts, annual gifts, and special events
 - Developing and conceptualizing services/programs in collaboration with diverse stakeholders
 - Developing and monitoring budgets, submitting reports to donors as well as private/public funders
- An equivalent combination of education and experience sufficient to perform the essential duties.

SKILLS, ABILITIES, AND OTHER REQUIREMENTS:

- A team builder with strong skills in management and leadership; at least five (5) years of experience directly managing staff in a development setting.
- Excellent communication skills (written and verbal), effective public speaking skills.
- Ability to gain the respect and support of various constituencies (board, staff, donors/funders, civic leaders)
- Cultural competence on issues affecting Latino communities in Central Texas
- Highly entrepreneurial, self-motivated, resourceful and flexible
- Adept at planning, prioritizing, organizing and following through while remaining focused.
- A catalyst with vision who can communicate and create excitement around El Buen's programs and encourage others to support the organization. Persuasive in the pursuit of El Buen's fundraising goals
- Willing to work hands-on in developing and executing a variety of fundraising activities.
- Proven experience managing a complex fundraising program with a reputation for quality and excellence.
- Demonstrated experience in managing people and budgets; ability to work in a hands-on environment with limited resources; computer literacy and knowledge of donor-based/fundraising database required.

What We Can Offer You for All Your Hard Work:

- Significant Employer contribution towards Group Medical Plan (*enhanced options and dependent coverage are available at an additional cost*)
- Dental Plan – No cost to employee (*enhanced options and dependent coverage are available at an additional cost*)
- Vision
- Flexible Spending Accounts
- A 403(b)-retirement plan is offered, for which you will be immediately eligible.
 - El Buen will match employee contributions dollar for dollar, up to 4%
 - El Buen will make a retirement contribution of 5% of earnings (*must enroll*)
- Employer paid Short-Term and Long-Term Disability
- Professional Development Opportunities
- Time Off Including
 - 8 paid holidays are observed each year, plus Thanksgiving Week
 - Winter Break in December (*up to 10 days*) through New Year's Day
 - You will accrue a total of 80 hours annual **vacation time**
 - You will accrue 1 day of **sick leave** per month of service (12 days per year)

Safeguarding certification is required to work as an employee at El Buen Samaritano Episcopal Mission (El Buen), an institution of the Diocese of Texas. The steps in this process help to protect the individuals who are employees; the children, youth or adults with whom you work, and the institution (El Buen) where you work. Our goal is to make El Buen a safe place where each person is treated with care and respect.

Criminal background check will be conducted on all final candidates.

The qualifications and physical demands listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

Job Type: Full-time

Annual Salary \$90,000 - \$100,000 (*To commensurate with experience*)

Please no phone calls or recruiters.