



Society of

**St. Vincent de Paul**  
CENTRAL TEXAS

**The Society of St. Vincent de Paul of Central Texas**  
**Development Officer**  
**Job Description**

Reports to: Executive Director  
Location: Austin, Texas  
Hours: M-F, some evenings and weekends  
FLSA Status: Exempt

**Mission Statement**

*The Society of St. Vincent de Paul is a network of friends, growing in holiness and building a more just world through personal relationships with and service to people in need.*

The Society of St. Vincent de Paul of Central Texas was founded in 1963 and provides much-needed support through financial aid, food, transportation, clothing, and spiritual support. All programs are offered to residents across Central Texas without health insurance, experiencing homelessness, and those who are underserved and unemployed.

**Overview**

The Development Manager works closely with the Executive Director and board of directors and is responsible for planning, organizing, and directing all of the Society of St. Vincent de Paul of Central Texas' fundraising activities. The Society of St. Vincent de Paul of Central Texas operates with a \$1.8 million budget. The ideal candidate will bring a passion for serving God's people in need through effectively planning, implementing, and raising funds to further the mission of the Society of St. Vincent de Paul.

**Major Duties and Responsibilities**

- Responsible for fundraising strategy and activities
- Responsible for growing revenue annually over the next five years in an aggressive growth strategy
- Provide thought leadership to the organization as an expert in fundraising best practices
- Develop annual fundraising strategies, goals and executable plans that support the revenue and growth needs of the organization
- Provide regular reports on fundraising progress
- Execute the annual Serving in Hope Breakfast event with volunteer support
- Conduct proactive individual donor cultivation and stewardship planning and execution
- Identify, cultivate, and solicit major donors
- Support major gift cultivation and other fundraising activities of the Executive Director and board of directors
- Develop proposals and budgets and deliver presentations virtually and in person
- Manage the #iGiveCatholic (Giving Tuesday) annual program, awareness events (Friends of the Poor Walk and Ten Thousand Villages), and donor campaigns
- Maintain donor information within the fundraising database and tracking systems

## **Qualifications**

Bachelor's degree (B.A./B.S.) from a four-year college or university required. At least three years of nonprofit fundraising experience required.

## **Competencies**

- Motivate volunteers toward common goals
- Self-motivated to spend time throughout the Central Texas community, build external relationships and initiate donor visits
- Communicate with all levels of personnel, stakeholders, and supporters
- Maintain a positive attitude, demonstrating concern for people and the community, a professional presence, self-confidence, sound judgment and active listening skills
- Set goals and take accountability for outcomes
- Manage multiple projects in a small team environment
- Manage the society's annual grants plan
- Manage grant writing and solicitation to major foundation funders
- Write clearly and concisely, using proper grammar, vocabulary, and appropriate tone for a message or audience
- Tell compelling stories, including the ability to define problems, collect data, establish facts, draw valid conclusions, and solve practical problems
- Use of Microsoft Office applications (Excel, PowerPoint, Word and Outlook)
- Work with donor database programs
- Use basic office equipment and the ability to learn and use other software as necessary

## **Compensation and Benefits**

The Society of St. Vincent de Paul Diocesan Council of Austin is an equal opportunity employer and is committed to equity and transparency in its hiring practices. The minimum base salary for this position is \$60,000. The compensation package will be commensurate with experience and qualifications. This position is exempt.

## **Application Process**

Wise Resource Development has been retained to lead the recruitment of the Director of Development for the Society of St. Vincent de Paul of Central Texas. Wise Resource Development is a nonprofit consulting agency specializing in recruiting skilled fundraising professionals. To apply, submit a cover letter, resume, a minimum of three professional references and salary requirements to [admin@wiseresourcedevelopment.com](mailto:admin@wiseresourcedevelopment.com). No phone calls, please. Only those candidates receiving interviews will be contacted.