

Job Description

Job Title:	Director of Development
Department:	Development
Reports to:	Chief Executive Officer
FLSA Status:	Exempt
Job Category:	1.2, First to Mid-Level Officials, Manager
Grade:	E47
Salary range:	\$90,000 – \$100,000
Date Last Revised:	Revised 11/18/2021

SUMMARY

For more than 30 years, El Buen Samaritano (El Buen) has been a trusted community resource for Latino and immigrant families in Central Texas, serving more than 26,000 individuals annually through innovative, culturally relevant food access, health literacy, and education programming.

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 DC will lead El Buen's growing development department to include individual fundraising, grant and contract management, and volunteer engagement, and will have the opportunity to build, supervise, and mentor a team which includes a development coordinator, a volunteer coordinator, and other contractual fundraising professionals.

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 DC also serves as liaison to the Board of Directors Development Committee and a visible spokesperson for El Buen's mission.

ESSENTIAL FUNCTIONS

Grant writing and Management (50%)

- Lead all grant writing activities, including research and identification, LOI/proposal writing, budget creation, 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 LOI, proposal, budget, and reporting deadlines.

Donor Cultivation and Stewardship – Corporate and Individual (20%)

- Manage and grow a corporate and major giving pipeline through full-cycle relationship building, to include workplace giving partnerships, donor identification, cultivation, solicitation, stewardship, and renewal.
- Perform prospect research on business and individual donors to determine sponsorships, events, and collaborative efforts to raise funds.
- Cultivate and directly solicit key donors, working with leadership and key volunteers, as appropriate.
- Provide outreach, activities, and events to attain and maintain a robust donor program.
- Cultivate new, first-time donors and manage portfolio of individual donors.

Annual Fund (20%)

- Collaborate with the Development Committee in the execution of annual giving and board contributions.

- Working with the Development Coordinator, direct the planning, growth, and execution of annual fundraising event(s): 1) Hands for Hope & Posadas at El Buen, 2) Giving Tuesday, 3) End of Year, 4) Amplify Austin, 5) Back to School/Summer Appeal.
- Direct El Buen's Annual Fund appeals including fundraising calendar, vendor relations, bids and contracts. Oversee digital and direct mail appeals, peer-to-peer fundraisers, and special events.
- Oversee the administrative activities managed by the Development Coordinator 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.

Volunteers (10%)

- Working with the Volunteer and Special Events Coordinator, oversee volunteer recruitment, training, onboarding, and placement.

REQUIRED QUALIFICATIONS:

- 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. **Note: If selected for an interview, applicant will be asked to submit a fundraising portfolio that demonstrates a proven track record of grant writing proposals and fundraising success (i.e., foundations, government, corporate & individual giving).**
- 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

Environmental Conditions and Work Demands:

- Typical office environment. Continuous indoor work; occasional outdoor work
- No hazardous/unpleasant conditions caused by exposure to extreme temperatures, noise, dust, etc.
- Frequent activity requiring the ability to stand, walk and/or reach with hands and arms
- Requires hearing and visual acuity
- Keyboard Dexterity
- Occasional weekend work
- Frequent verbal contact with others
- Ability to work a flexible schedule, including occasional evenings and weekends
- Must be able to drive to and from meetings, events and to run errands

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.

TO APPLY:

Please apply on [Indeed](#) by submitting a resume, cover letter, and professional references.