

Job Title: Chief Development Officer

Opening Date: Monday, January 10, 2022. Open until filled.

Compensation: \$90,000 - \$110,000 per year commensurate with experience, plus comprehensive benefits, and meaningful work in an environment that values excellence.

Apply: Please apply at <https://app.trinethire.com/companies/20285-the-onestar-foundation/jobs/54683-chief-development-officer>

ABOUT ONESTAR FOUNDATION

OneStar's mission is to strengthen Texas communities by creating pathways for individuals and organizations to engage, connect, and accelerate their impact. For over four decades there has been an acknowledgment by the State of Texas of the critical importance of civic engagement and volunteering to the strength of our communities. From the creation of the Texas Center for Volunteer Action in 1976 to the formation of its eventual successor, OneStar Foundation in 2004, Texas has maintained its support of a strong nonprofit sector.

Today, OneStar carries out its mission for state government as a supporting nonprofit of the Office of the Governor. We serve as the state's Office of Faith-Based and Community Initiatives and the State Service Commission, managing a portfolio of approximately \$21.2 million in federal grant funds for AmeriCorps Texas programs. OneStar focuses on strengthening the nonprofit sector, encouraging civic engagement through service and volunteering, and building disaster resiliency across Texas. We are One Texas, united in building resilient and thriving communities.

At OneStar, we are committed to be an exemplary employer, where our employees are our greatest asset. OneStar believes we should model the leadership we hope to see in our communities by embracing a culture and values based on adaptability & learning, diversity, equity & inclusion, partnerships & shared purpose, transparency & trust, and always doing our best work for our fellow Texans.

General Description

OneStar Foundation seeks to fill the full-time position of Chief Development Officer. This position will be the sole Development Department staff and lead the development of a welcoming and inclusive culture of philanthropy and stewardship with stakeholders and partners, serving as a senior advisor and integral member of the senior leadership team. The Chief Development Officer position performs highly-advanced (senior-level) executive work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

Primary Functions

1. In collaboration with the President/CEO, establishes priorities, short and long-term goals, and performance objectives to support the development of a welcoming and inclusive culture of philanthropy and stewardship with stakeholders and partners.
2. Develops and implements OneStar's fundraising activities for all program initiatives, ensuring all development activities are in alignment with the OneStar Mission, Vision, and strategic plan.

3. Establishes a written Annual Development Plan that is tracked, updated, and analyzed throughout the Fiscal Year and shared with Senior Leadership Team members.
4. Conducts outreach activities to foster potential partnerships, including meetings and presentations at trainings and conferences.
5. Serves as a member of OneStar's Senior Leadership Team, including participation in strategic planning, board development, financial forecasting/modeling, and overall organizational sustainability and impact.
6. Writes (or coordinates the writing of) funding proposals, direct mail letters, special event materials and other fundraising support documentation.
7. Upon future departmental growth, may direct and regularly review the work of team members, developing methods to achieve and measure established goals while ensuring work is executed efficiently and with a high level of quality. Evaluates the performance of direct reports on at least an annual basis.
8. Upon future departmental growth conducts at minimum a monthly department meeting to disseminate information acquired at higher level meetings.
9. Develops and implements the stewardship, gift accounting and reporting functions, ensuring that all donors receive personal and timely acknowledgment of their gifts.
10. Leads trainings for potential partners and subgrantees on developing and implementing a fundraising and donor engagement strategy.
11. Leads from a philosophy that emphasizes trust, personal responsibility, and initiative at all levels of the organization, a shared commitment to OneStar's organizational values, and an upward path of mobility that is supported by coaching, regular feedback, and professional development.
12. Manages with a philosophy that encourages making decisions at the lowest appropriate level. Equips team members with knowledge and information and empowers team members to effectively define problems, collect data, establish facts, draw valid conclusions and provide recommendations.
13. Ensures that OneStar's organizational systems, policies, and/or procedures are in place to produce excellence in the management of resources, including compliance with applicable regulations and grant requirements, providing the highest level of accountability for the use of public funds.
14. Develops budgets for executive review. Controls expenditures in accordance with budget allocations and OneStar policies and procedures.
15. Ensures team members contribute to OneStar's thought leadership efforts by developing and disseminating knowledge and resources to internal and external stakeholders.
16. Supports the President/CEO in fulfilling responsibilities to the OneStar Boards of Directors related to assigned strategic initiatives.

17. May represent OneStar by providing remarks or presentations at meetings, conferences, events and other functions.
18. Aligns work duties with the OneStar Mission, Vision, and Core Beliefs.
19. Exemplifies OneStar's commitment to embracing a workplace culture based on the values of adaptability & learning, diversity, equity & inclusion, partnerships & shared purpose, transparency & trust, and always doing our best work for our fellow Texans.
20. May perform other duties as assigned, dependent on organizational needs and employee skills.

Minimum Qualifications

1. Bachelor's degree from an accredited institution of higher education or relevant professional experience
2. 8+ years of experience in nonprofit fundraising with a thorough knowledge of fundraising principles and major gifts management
3. Demonstrated ability to personally raise \$1MM for a nonprofit organization from a variety of sources
4. Experience supervising a team (with expectation of future departmental growth)
5. Demonstrated ability to build a culture of philanthropy within an organization and successful collaboration across the organization to achieve goals
6. Strong communication and interpersonal skills; ability to cultivate relationships
7. Experience working with Salesforce or a comparable database
8. Proficiency in organizing and prioritizing tasks strategically in a fast-paced environment
9. Willing to travel in Texas, and occasionally to other states (approximately 20% time).
10. CFRE preferred

Knowledge, Skills and Abilities Required

1. Superior interpersonal, verbal, managerial, and written communication skills, with proven ability to collaborate across organizations to implement processes and achieve results. Track record of building and maintaining productive relationships with multiple stakeholders.
2. Working knowledge of the state nonprofit sector.
3. Persuasive, polished presentation skills.
4. Ability to be hands-on is required, in addition to leading and providing guidance to staff with issue area expertise.
5. An entrepreneurial spirit and creative approach to fundraising strategy development.
6. Ability to make well-reasoned decisions as part of a team and in the best interests of the organization.

7. Ability to work collaboratively and effectively with individuals of diverse backgrounds.
8. Excellent organizational skills, project management abilities, and attention to detail.
9. Ability to prioritize work effectively and adjust to multiple demands.
10. Knowledge of budgeting and project management.
11. Ability to thrive and be productive in an environment of significant growth, development, and change.
12. Highly motivated, with the ability to work independently, take initiative, participate as an effective team member, and follow tasks through to completion.
13. Ability to complete a high volume of work at a consistently high level of quality.
14. Ability to evaluate data for reasonableness, necessity, and conformity with grant requirements.

EOE. OneStar Foundation is an equal employment opportunity employer. OneStar prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. OneStar conforms to the spirit as well as to the letter of all applicable laws and regulations.

It is the policy of OneStar Foundation to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). OneStar will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment, because of a person's physical or mental disability. OneStar will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on OneStar.