



DIRECTOR OF DEVELOPMENT JOB DESCRIPTION

ORGANIZATION

LEAP is dedicated to enhancing and enriching the lives of people around the world by providing free specialized medical and surgical services inspired by the love of Christ.

Founded in 1991 by Dr. Craig Hobar, LEAP provides medical care to children, primarily, who have no other options. We send teams of highly-skilled medical professionals around the world to provide care in a variety of specialties, including reconstructive plastic and craniofacial surgery, ophthalmology, hand surgery, speech therapy, and dentistry and orthodontics. Our services are provided at no cost to our patients and their families. Through our programs, LEAP volunteers give their time and expertise, show unconditional love, and humbly serve humanity.

POSITION SUMMARY

LEAP is expanding their team and in search of the organization's Development Director.

Reporting to the Executive Director, the Director of Development will contribute to the overall mission of LEAP by designing the organization's development program and operations, executing the fundraising plan to meet fundraising goals, and visioning and planning for development program and operations growth.

This position leads all existing giving activities including major gifts, events, and grants. The Director of Development is responsible for the development of additional revenue streams to drive sustainable growth aligned with LEAP's strategic plan.

The person hired for this position will be required to execute on existing fundraising opportunities as well as develop a vision and plan for a robust, professional development operation. This position requires a fundraiser and manager who is excited about building a program from scratch, creating systems, and creating and executing on a vision that expands LEAP's impact.

RESPONSIBILITIES

The Director of Development is a full-time leadership position and will be responsible for maintaining and expanding LEAP's development program. The detailed responsibilities of this position include the following:

Fundraising

- Develop and implement a multi-channel fundraising plan to include major fits, events, grants with monetary goals and a regular reporting cadence
- With the CEO, plan and implement the fundraising plan using a comprehensive moves management program
- Analyze donor data, campaign performance, and philanthropic trends to inform strategy adjustments and drive continuous improvement and innovation
- Develop and implement funding strategies to meet short-term and long-term financial needs
- Maintain and expand the donor database to maximize fundraising strategies and goals
- Manage, nurture, and cultivate current donor and funder relationships and resolicitation plans
- Identify prospective donors and funders and solicit funds as appropriate
- Train and lead other staff and volunteers to support fundraising efforts

Event Planning

- Schedule, plan, and oversee fundraising events in accordance with the annual fundraising plan
- Recruit and organize key volunteers to manage the detailed planning and execution of individual events
- Solicit sponsorships and/or underwriting of the planned events
- Ensure LEAP's mission and culture is consistently maintained in all public events and social media
- Communicate event plans and progress within the organization itself, including the leadership team, staff, and key volunteers as needed
- Conduct post-event follow up with donors, prospects, and volunteers
- Evaluate the effectiveness of all events and provide input and direction on future planning

Operations

- Develop data management system and process including the identification of fundraising software tools
- Manage special communications with major donors and Board of Directors, e.g., birthday notes, congratulatory/sympathy notes, holiday cards, etc.
- Manage the acknowledgement of all gifts and in-kind donations
- Lead vision and hiring for development department growth

Organizational Leadership

- Plan and execute meetings with Board and leadership to share progress to goal updates
- Support communications and marketing development with the fundraising lens
- Partner with finance to match fundraising plans to organizational budget

QUALIFICATIONS

The ideal candidate will have the following qualifications:

- Undergraduate degree or higher
- At least four years of nonprofit fundraising experience
- Proven track record meeting fundraising goals and executing fundraising plans/strategies
- Documented direct major donor experience
- Spiritual maturity and understanding of community and mission service
- Interest in and enthusiasm for LEAP vision/mission
- Exceptional interpersonal communication skills, including both oral and written communications
- Strong organizational skills and attention to detail
- Self-motivated with ability to work well under pressure, handle several projects at once, ability to problem-solve, prioritize, and make decisions
- Effective team player with relationship-building skills
- Positive attitude and affinity for working with people
- Professional appearance and demeanor
- Social media knowledge and skills, including Facebook and Instagram
- Solid technological skills, including proficiency with Apple products, Microsoft Office proficiency, G Suite, and fundraising databases
- Ability to work a flexible schedule, including some evening and weekend events/appointments as needed

SALARY/BENEFITS:

- Full-Time; Exempt position
- Salary commensurate with experience and other qualifications
- Range: \$100,000 - \$135,000

WORK ENVIRONMENT

- Richardson office available
- Remote position, must be based in Texas
- Travel required for donor meetings and other organizational meetings

APPLICATION INSTRUCTIONS:

To apply, send your cover letter and resume to Cristina Ayala, Hiring Consultant, at [Hello@AyalaCSM.com](mailto>Hello@AyalaCSM.com) with the subject line “LEAP Development Director.”

This job posting is not intended to be all inclusive. LEAP reserves the right to revise or change job duties as the need arises.

LEAP is committed to diversity among staff and recognizes that continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. LEAP is an equal opportunity employer and it is standard policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity, physical disability, or any other legally protected basis. LEAP will not tolerate any unlawful discrimination and such conduct is strictly prohibited.