



Job Description

Job Title:	Development Director	FLSA Status:	Salary, Exempt
Program:	Support Staff	Group:	N/A
Location:	Main Campus	Reports To:	Executive Director
Position Type:	Regular Full-Time	Supervises:	Development Team, Volunteers

Summary

The Development Director is directly responsible for the overall administration, management, and operation of fundraising and donor development and relations for The Settlement Home for Children. As part of the organization's Executive Team and Leadership Team, the Development Director will provide guidance and supervision to the Development Team, assessing development functions for current and future growth. The Development Director will ensure overall organization compliance with all applicable Licensing and Contract standards, fundraising best practices, and organization policies, procedures, and practices.

Essential Job Functions & Expectations

Roles and Responsibilities

- **Development**
 - Creates and implements a comprehensive development plan that includes all facets of development
 - Implementation and maintenance of major donor development plans
 - Expands Home fundraising support, including identifying donor prospects and enhancing donor cultivation
 - Implementation and maintenance of planned giving through estate gifts, ensuring donor's wishes are followed
 - Monitors all donations received and monitors donor database, ensuring that all gifts are acknowledged and that donor trends are tracked and studied
 - Plans Fund Drive, including solicitations
 - Responsible for Garage & Estate Sale sponsor solicitation and recognition
 - Researches availability of funds from foundations, corporations and organizations as well as non-traditional sources
 - Creates and implements strategies to grow and diversify The Settlement Home's development capacity, prospect pipeline and donor base
 - Maintenance of donor stewardship and recognition program to deepen engagement
- **Community Relations**
 - Represents The Settlement Home to the community through public speaking and fundraising solicitations
 - Recruits, engages and manages new members from the community as key stakeholders for the Advisory Board
 - Attends all fundraising events and represents The Settlement Home at the annual Garage & Estate Sale and other fundraisers
 - Works collaboratively with the Communications Department to develop and implement donor-focused marketing and communications strategies
- **The Settlement Club, Board, Volunteers, and Staff:**
 - Meets annually with Garage & Estate Sale chairs and committee to develop strategies for maximizing garage sale proceeds
 - Presents Fundraising Report for monthly Board and Club meetings
 - Alongside the Executive Director, fosters a culture of philanthropy amongst staff, leadership, Board and volunteers
 - Oversees fundraising training and education as necessary for Board, Club members and staff

Required Knowledge, Skills and Abilities

- Demonstrated knowledge and understanding of fundraising principles and techniques
- Ability to develop strategies for fundraising, cultivate community support, develop strategic partnerships and promote public awareness
- Effective public speaking skills; ability to effectively solicit donations in person and through email, written and oral communication methods
- Knowledge of Austin and the donor community, including foundations, corporations and the social community
- Experience with donor record systems
- Demonstrated experience with effective grant writing
- Ability to interface with all levels of the organization, and engage with a diverse group of internal and external stakeholders
- Ability to manage multiple competing priorities
- Ability to effectively use organization's computer systems
- Ability to maintain confidentiality
- Possesses integrity and compliance – can be relied upon to act ethically
- Exhibits professional work habits, dress and grooming standards

Qualifications and Education Requirements

- Bachelor's Degree from an accredited college or university required
- Must have a minimum of five (5) years of experience with charitable fundraising, particularly major gifts
- Must have a minimum of three (3) years of experience within the Austin fundraising and donor community
- Demonstrated experience implementing development plans and strategies
- Demonstrated experience effectively soliciting donations, meeting or exceeding fundraising goals
- Experience organizing and motivating volunteers
- Must meet personnel requirements as outlined by the Texas Department of Family and Protective Services Minimum Standards for General Residency Operations
- Have a valid driver's license and less than 2 moving violations and/or 1 accident within the past 3 years
- Must have and maintain current auto liability insurance

Preferred Qualifications and Education Requirements

- Bachelors or advanced degree in Nonprofit Management, Communications, Public Relations or related field
- Two (2) or more years of experience as a Development Manager/Director
- Experience with Planned Giving and Endowments
- Experience working with nonprofit Boards
- Experience supervising staff
- CFRE certification

Essential Physical Requirements/Working Conditions

Subject to both inside and outside environmental conditions. Must be able to lift and/or exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Position frequently involves walking, standing, sitting, stooping, lifting, speaking, and repetitive motion. Position may occasionally involve reaching, balancing, kneeling, and crouching. Must have close visual acuity (corrected or uncorrected) so as to prepare and analyze data and figures; perform extensive reading and transcription; perform visual inspections; operate a motor vehicle. Must be able to hear so as to receive detailed information through oral communication; receive information through electronic, telephone, and/or radio frequency.

Equal Employment Opportunity Statement

Diversity creates a healthier environment: equal opportunity employer. We strictly prohibit unlawful discrimination during recruitment, hiring, compensation, promotion, or any other condition of employment,

on the basis of race, color, creed, ancestry, national or ethnic origin, religion or belief, sex (including pregnancy), sexual orientation, gender identity or expression, marital status, disability, age, past, present, or prospective military service, medical history or genetic information, socio-economic circumstance, or any other characteristics protected by law. We maintain a drug-free and alcohol-free workplace.

Disclaimer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

Benefits:

- **Medical Insurance** -- 100% employer-paid, employee-only, HMO plan. Optional ability to buy up to a PPO plan and add dependents.
- **Dental Insurance** --100% employer-paid, employee only, PPO dental plan. Optional ability to add dependents.
- **Vision Insurance** --Low-cost employee-paid comprehensive vision plan. Optional ability to add dependents.
- **Supplemental Insurance** -- 100% employer-paid long-term disability and \$25,000 group life, voluntary employee-paid short-term disability and supplemental life plans.
- **Vacation/Holiday/Sick leave** -- Full-time staff receive 11 paid holidays, 12 working days of paid vacation, and 11 working days of paid sick leave annually. Vacation days increase to 17 after 3 years.
- **Employee Assistance Program** -- Includes 9 free counseling sessions and taxi/ride-share reimbursement.
- **Flu shots** -- Free on-site flu shots annually.
- **Yoga** -- Free use of online membership to Black Swan Yoga.
- **401(k)** -- Able to enroll 1st of month after 60 days of employment and fully vested after 1 year: Employer match of 50% of up to 6% of your contribution.
- **Free meals** -- Come join us for lunch on the main campus!
- **Employee Referral Bonus** -- Send your friends to us--if they are hired, you will get paid.
- **Employee Tenure Bonus** -- Full Time employees receive an annually-increasing bonus beginning at 2 years of employment.

Salary: \$90,000-\$100,000/year; semi-monthly pay