



**TEXSAR**

13504 Ranch Rd 12 Ste 103  
Wimberley, TX 78676

(512) 956-6SAR  
(512) 956-6727

[www.texsar.org](http://www.texsar.org)  
info@texsar.org

## Assistant Director of Development

**Location:** Hybrid in San Marcos Texas area.

**Organization:** TEXSAR dba Texas Search and Rescue, a Central Texas-based 501(c)(3) non-profit

**Job Type:** Full-time, Salary-Exempt

**Schedule:** M-F 8:00 AM – 5:00 PM, with occasional evening/weekend, as necessary

**Travel:** Statewide travel required, primarily in Central Texas

**To Apply:** Send resume and cover letter to [Dion.McInnis@TEXSAR.org](mailto:Dion.McInnis@TEXSAR.org)

**Background Check:** Required

Position Open Until Filled

### Company Description

TEXSAR is a 501(c)(3) nonprofit first responder organization. Serving all citizens of Texas, TEXSAR deploys at the request of law enforcement, fire departments, and emergency management agencies. TEXSAR provides specialized services such as search and rescue, disaster relief, and various recovery operations, all free of charge to requesting agencies. Since 2004, TEXSAR has grown into one of the largest non-paid search and rescue organizations in Texas, capable of deploying throughout the entire state.

### Role Description

The Assistant Director of Development will join a growing team as TEXSAR expands our development operation. This role will include efficient, personalized stewardship of donors as well as cultivating them for future support that will be necessary for TEXSAR's bold vision to expand its capabilities as "Texans helping Texans with service above self." This hybrid position will operate out of TEXSAR's central office in the Central Texas area and will report to the Director of Development.

The role will oversee the dramatic expansion of TEXSAR's Service Above Self monthly giving program, as well as annual appeal program and mid-level donors consistent with the overall development strategy that is committed to a culture of philanthropy throughout the organization. The role will use both digital and in-person engagement approaches. TEXSAR's Office of Development is donor focused.

### Key Responsibilities in Priority Order

- Serve as the lead with a portfolio of mid-level donors, to include stewardship of existing donors, cultivation of existing and potential donors and requests for support.
- Maintain records in CRM and related administrative needs of role
- Expand the Service Above Self monthly donor program.
- Oversee the development of an annual fund program.



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- Other duties as assigned by the Director of Development.

#### **Required Qualifications**

- Fundraising or relatable experiences akin to the job role. Minimum three years.
- Excellent written and interpersonal communications ability
- Ability to operate as a self-directed professional to accomplish organizational goals and objectives
- Success with individual donors including relationship development that leads to donor engagement and support
- Organized, creative and able to handle multiple projects calmly as part of an organization's team
- Fast starter who can quickly become a part of the TEXSAR team and can confidently engage donors.
- Team-oriented with a service-first mindset

#### **Preferred Qualifications**

- Experience with disaster response organizations
- Experience with CRM systems; experience with Virtuous a plus
- Public speaking and engaging presentation skills to include storytelling, as appropriate

#### **Compensation & Benefits**

- Competitive salary of \$60,000-\$70,000 depending upon experience.
- Benefits package

Ready to serve Texas communities?

Apply by sending your resume and cover letter to: [Dion.McInnis@TEXSAR.org](mailto:Dion.McInnis@TEXSAR.org)