



Are you a passionate, strategic, creative, and driven professional? Would you like to join an organization where your professional expertise and insights are valued, trusted, and heard?

Central Texas Table of Grace is seeking a purpose driven professional to join their dedicated team who will help further build and strengthen their culture of philanthropy and generosity in support of the organization's mission. ***Central Texas Table of Grace is dedicated to providing a nurturing and stable home environment for children and youth in crisis.***

Position: Development Director
Reports to: Chief Executive Officer
FLSA Status: Full-time, exempt
Pay Range: \$70,000 to \$80,000/year, based on candidate experience and skills

ORGANIZATION SUMMARY

Central Texas Table of Grace (CTTG)'s goal is to offer safe and loving spaces where children and youth in crisis can heal and thrive through compassionate care, personalized attention, and evidence-based programs. We are committed to working with the community to create a brighter future for foster youth in need and inspire positive change in their lives.

POSITION SUMMARY

This is an exciting time for Central Texas Table of Grace as the team seeks to increase and expand its fundraising to support the most vulnerable children and youth in our community.

CTTG is looking for a dynamic and engaging Development Director who is eager to lead and grow the organization's annual fundraising work, expand its donor and prospective donor portfolio through relationship building, donor retention, stewardship, and thoughtful fundraising strategies, and actively collaborate with leadership, CTTG's devoted Board of Directors, and key stakeholders to achieve financial goals to provide a safe and nurturing space for children to heal.

The Development Director is responsible for leading the development and execution of strategies to help the organization achieve its annual fundraising goals. This position will also work closely with the CEO on our current Comprehensive Major Gifts Campaign, driving its success through strategic planning, donor engagement, and campaign execution.

The ideal Development Director candidate is enthusiastic, optimistic, and passionate about inspiring others to partner with CTTG. The ideal candidate is also excited to take on challenges while collaborating and working in a fast-paced environment with a small but passionate team.



If you are a self-motivated individual with strong experience in individual, foundation, and corporate giving, experience working with and supervising volunteers, and have a proven track record in meeting fundraising goals, we would love to meet you.

KEY RESPONSIBILITIES

- Work closely with CEO to serve as the chief steward and champion of Central Texas Table of Grace's Culture of Philanthropy.
- Set annual fundraising goals and budgets based on short- and long-term organizational goals.
- Plan, coordinate, and facilitate meetings and special events with the guidance of the CEO for campaign volunteer leadership groups related to the Major Gift Campaign, including:
 - Preparing the Campaign Steering Committee for participating in identification, cultivation, solicitation, and stewardship activities/assignments.
 - Ensuring volunteer leadership completes next steps by providing ongoing support for their fundraising efforts.
- Ensure alignment between development activities and CTTG's strategic plan.
- Oversee and execute the annual development, communications, and stewardship plans and help ensure goals are met and accountability processes are in place for all team members. Lead efforts to evaluate and update plans and activities annually.
- Oversee the donor relationship journey – from identification to cultivation, solicitation, and stewardship – and ensure that relationship-building and transparency are core to the fundraising program.
- Manage a portfolio of donors and prospects.
- Support the CEO, Board Members, and Advisory Board committees in their work to cultivate and manage their respective donors and prospects.
- Manage the development budget, including event budgets, and create appropriate reports for the CEO, Board Members, and respective committees.
- Develop and maintain strategic partner relationships on behalf of CTTG.
- Attend special events and engagements in the community that foster awareness, collaboration and connection on behalf of CTTG.
- Speak publicly on behalf of the CTTG as needed.
- Supervise and coordinate volunteer groups and individual volunteers.
- Travel within the Central Texas area to meet donors as required.
- Perform other duties and special projects as assigned by the CEO.

QUALIFICATIONS, SKILLS, AND ABILITIES REQUIRED

REQUIRED EDUCATION & FUNDRAISING EXPERIENCE

- Four or more years of relevant experience in nonprofit fundraising.
- Strong background in nonprofit management, communication, and marketing, gained through formal education, relevant work experience, or a combination of both.
- Documented track record of fundraising success, including major gifts, foundation grants, corporate sponsorships, and events. Capital Campaign or Major Gifts Campaign experience is highly desired.



- Experience working with volunteer Board Members and/or committee members and an understanding of how to engage with volunteer leaders on behalf of the organization to broaden networks.
- Strong technology skills and database experience with Bloomerang preferable.

COMMUNICATION SKILLS

- Strong interpersonal, verbal, and written skills, with the ability to craft compelling donor communications.
- Commitment to accuracy, attention to detail, and conscientious about thorough follow-up.

INTERPERSONAL SKILLS

- Excellent organization and time management skills with the ability to achieve goals while managing multiple priorities and deadlines.
- Self-motivated and proactive, with the ability to think creatively about fundraising solutions.
- Must have a mature work attitude and be respectful, reliable, and resourceful.
- Team player who enjoys interaction with professionals, volunteers, and those served by CTTG.
- Must maintain strict adherence to confidentiality.
- Ability to contribute to a culture of philanthropy within the organization.



BENEFITS – CUSTOMIZE THIS SECTION (THIS SECTION CAN BE DETAILED OR PROVIDE A BRIEF OVERVIEW BASED ON YOUR PREFERENCE)

- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Time Off (PTO)
- Strong organizational culture of philanthropy
- Selected professional development opportunities paid for by organization as CTTG believes in the importance of investing in the continued professional growth of its employees

HOW TO APPLY

If you are ready to lead CTTG's development efforts, please email your resume and cover letter to Stacy Johnson, Founder & CEO, stacy@ctxtableofgrace.org

Cover letter should include your professional and personal interest in the role, your experience and accomplishments in development, namely with individual, foundation and corporate giving, and a passion for sharing fundraising expertise and best practices.