



The Settlement Home for Children

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 Associate, Volunteers

Summary:

The Development Director is directly responsible for the overall administration, management, and operation of the donor development and relations for The Settlement Home for Children. As part of the agency Leadership Team, the Development Director will provide guidance and supervision to the Development Associate. The Development Director will ensure overall agency compliance with all applicable Licensing and Contract standards, and organization policies, procedures, and practices.

Essential Job Functions & Expectations:

Roles and Responsibilities:

- 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
 - Works with the Program Support Coordinator to ensure that program requests to the community are comprehensive and accurately reflect agency needs
 - 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
 - Develops new sources of funding to meet growth and demands of The Home as required by the operating budget
- Community Relations:
 - Represents the 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
 - Grows Giving for Living community outreach program
 - Attends all fundraising events and represents The Settlement Home at the annual Garage & Estate Sale and Shining Star Gala
- The Settlement Club and Board:
 - Meets annually with Garage & Estate Sale chairs and committee to develop strategies for maximizing garage sale proceeds

- Meets annually with Shining Star Gala chairs and committee to maximize revenue for the event, cultivate sponsors and participants, and assist committee with preparation of the event; ensures the availability of scholarships for community youth participants
- Presents Fundraising Report at monthly Board and Club meetings

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
- Ability to manage multiple competing priorities
- Ability to effectively use organization’s computer systems
- 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.
- Demonstrated experience effectively soliciting donations.
- 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.
- Valid Driver License and auto liability insurance required.

Preferred Qualifications and Education:

- Bachelors or advanced degree in Nonprofit Management, 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.

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.

Last Updated By:	Kat Edwards, Human Resources Director	Date:	11/29/16
Reviewed By:	Darcie DeShazo, Executive Director	Date:	11/29/16
Approved By:	Darcie DeShazo, Executive Director	Date:	11/29/16
Employee Signature:		Date:	