



of Metropolitan Dallas

Position Title: Director of Development

Category/FLSA Status: Full-time, Exempt

Supervisor: Vice President, Communications, Marketing, and Events

Supervises: None

Position Summary:

This position is responsible for developing and implementing a fundraising plan to support the organization's growth goals. The Director will provide strategic direction and support for all fund development efforts and maintenance of appropriate systems such as volunteer and donor management, research and cultivation, gift processing and recognition, and maintain accountability and compliance standards for donors and funding sources.

Primary Responsibilities and Duties:

Fund Raising and Planning:

- Works with the CEO and Board to create short- and long-range fund development plans and programs that support the organization's values, mission, and general objectives.
- Assures proper planning including goal setting, strategy identification, benchmarking, and evaluation to support fund development.
- Maintains sound fiscal operation of development function including timely, accurate, and comprehensive development of charitable contributions, income and expense budgets, reporting, monitoring, and implementation.
- Assures appropriate prospect research; solicits contributions on behalf of the organization; collaborates with board members, chief executive, other fundraising volunteers, and staff to identify, cultivate and solicit charitable gifts.
- Manages the organization's fund development activities and day-to-day operations of the development function and monitors the adequacy of activities through coordination with staff, appropriate committees, and governing body.
- Helps monitor fund development results and helps the chief executive officer and board evaluate the effectiveness of the organization's fund development program.
- Maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct for fundraising executives.
- Establishes and ensures compliance with Girls Inc. fund development and philanthropic principles, policies, and procedures, and ensures compliance with all relevant regulations and laws.

Donor Recognition and Database Management:

- Develops and implements an appropriate donor acquisition, cultivation, and stewardship plan.
- Oversees the donor database ensuring all appropriate entries and data integrity, building custom reports, and utilizing email communication tools,
- Gives oversight to and is fully knowledgeable about posting donations in the database, balancing, and creating monthly and annual income reports, and generating needed donor reports.

Minimum Qualifications:

- Associate Degree or equivalent experience
- 2-5 years of professional experience
- Track record of meeting goals
- Ability to support day-to-day operations in a fast-paced environment with independent judgment and discretion in handling confidential and sensitive material
- Strong record of engaging constituents and stakeholders
- Ability to communicate effectively verbally and in writing
- Ability to work in a collaborative team atmosphere and be willing to work to achieve team goals. Personal achievement goals must be aligned with these Team goals and objectives.
- Demonstrate excellent customer service skills with the ability to work well with staff at all levels of the organization and have a high level of professionalism.
- Ability to work independently with a limited amount of training, and requires a high degree of self-directed initiative, creativity, and individual judgment.
- Ability to manage multiple priorities and requests promptly, with strong attention to detail.
- Must have flexibility with working hours and be available to work some evenings and weekends.

Preferred Qualifications:

- Bachelor's degree
- 5 years of experience in nonprofit fundraising

Compensation and Benefits

Salary is based on years of experience, degree of education, and level of expertise. A competitive benefits package is also offered.

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Dallas County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all employees within this class.

To Apply: Please send cover letter and resume to admin@girlsincdallas.org ATTN: Development. Please, NO Phone Calls.