



Ronald McDonald House Charities of Central Texas

Position: Director of Development

Reports To: Chief Executive Officer

Education: Bachelor's degree and/or 5 years' experience in a related field

Relevant Work Experience: 5-8 years prior experience

Schedule and Status: Full-Time, flexible hours to allow for some evenings and weekends as needed

Salary: Competitive and Negotiable

Overview: The Director of Development is a full time, exempt, salaried position which reports to the CEO. The Director of Development is responsible for planning, organizing and directing all of RMHC CTX's fundraising including corporate/organization development, leadership and major gifts, annual fund, grants, special events (including 3rd party events), and planned giving for a \$2.4 million organization (as well as any future capital campaigns). This position works closely with the CEO, a committed staff, development committee and Board of Directors in all development and fundraising activities. This position is responsible for direct supervision, oversight and direction of the staff development team. The Director of Development oversees the annual development operating plans and budgets; assists in representing RMHC CTX with local and national partners including our mission partner McDonald's and manages three development professionals.

Essential Functions:

1. Develop, implement, and evaluate the organization's annual development and fundraising plan, strategy and goals to maintain and expand contributions from individuals, corporations, foundations, special events, planned giving and for capital campaigns.
2. Supervise and lead development department personnel in accordance with RMHC CTX policies and procedures. Collaborate with them individually and collectively to meet annual revenue and other departmental objectives. Consciously create a workplace culture that is consistent with that of RMHC CTX and that emphasizes its identified mission, vision, guiding principles and values of RMHC CTX. Identify staff development and training needs and provide solutions. Conduct annual staff performance reviews that provide overall context and framework to encourage employee contributions and includes goal setting, feedback and performance development planning.
3. Work with the CEO and Director of Communications to propose, develop, implement and evaluate an annual, comprehensive communications plan both in support of the annual development plan and to expand awareness and visibility of the organization's programs and services.
4. Formalize prospect/donor relationship management process to include identification, qualification, cultivation, solicitation, and stewardship of donors at all levels; including but not limited to individuals, corporate, and foundations.
5. Grow and strengthen the major gifts program (Red Shoe Society). Develop high-level gift request strategy with CEO, board, and key solicitors. Manage a portfolio of prospects and directly solicit gifts on behalf of the organization.
6. Develop comprehensive donor recognition programs for individuals, corporations, and foundations.
7. Build the planned giving program with a focus on informing donors and prospective donors about a variety of gift possibilities, particularly deferred and planned gifts.
8. Manage and provide staff support for the board development committee, board members and other key solicitors in implementation of the annual, individual giving program. Work closely with Development Committee chair to motivate, guide and support the committee.
9. Work with Director of Communications and Development Team to shape and maintain public outreach activities including public relationships, ambassador-volunteer program, agency awareness and special event promotion.
10. Oversee development operating systems. Create and implement the strategies using data to inform fundraising initiatives.
11. Develop and manage the department's annual revenue and expense budget (operating and capital).
12. Serve as a spokesperson for RMHC CTX.
13. Stay informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector; inform the CEO, development committee, and board on current trends, issues, problems, and activities in order to facilitate organization policymaking.

14. Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors, and ensure compliance with code of ethical principles and standards of professional conduct for fundraising executives.
15. Be familiar with all aspects of the organization's programs and client base to be able to help identify, and take advantage of, new and unusual funding and marketing opportunities.

Requirements:

1. Passion for the mission of Ronald McDonald House Charities of Central Texas.
2. Excellent written and verbal communication skills.
3. Advanced knowledge of Microsoft Office required.
4. Fluency working with fundraising databases.
5. Previous successful fundraising experience and community relations/engagement.
6. Previous successful experience working with staff and volunteers in a supervisory capacity.
7. Excellent interpersonal skills and the ability to relate to people of diverse backgrounds.
8. Demonstrated problem-solving and decision making skills with the ability to work in a flexible, team-oriented environment.
9. Must be organized, able to accept direction and to work independently.
10. Must maintain discretion with regard to confidentiality and privacy
11. Excellent presentation, public speaking and community relations skills.
12. Be dependable, flexible, and highly sensitive to and supportive of the mission of Ronald McDonald House Charities.

Equal Opportunity Employment Statement

RMHC is committed to equal employment opportunity both in principal and in fact. All employment decisions including, without limitation, decisions regarding recruitment, selection, hiring, compensation, benefits, training, advancement, discipline, termination, layoff, return from layoff, and other terms, conditions and privileges of employment, are based on individual qualifications, without regard to race, color, religion, national origin, sex, age, disability, sexual orientation, marital status or any other status not listed here protected by law.