



Position: Development Director

Reports To: Chief Advancement Officer

Education: A bachelor's degree in business administration, nonprofit management, marketing, or a related field; a master's degree in marketing, business, or public administration is preferred.

Relevant Work Experience: Minimum of 5-7 years of successful fundraising experience, including major gift work. Previous successful experience in working with staff and volunteers in a supervisory capacity.

Schedule and Status: Full-Time, Exempt, Hybrid Schedule

Salary: Competitive and Negotiable

About Ronald McDonald House Charities of Central Texas:

Ronald McDonald House Charities of Central Texas (RMHC CTX) is dedicated to improving the health and well-being of children and their families. We provide a "home away from home" for families with critically ill or injured children receiving treatment in the Austin area & Bryan College Station medical centers. Our programs provide comfort, support, and resources to families, ensuring they can focus on what matters most—their child's health.

Position Summary:

The Development Director (DD) plays a crucial role in steering RMHC CTX's fundraising efforts to achieve annual goals. This position involves leading annual giving activities, such as foundation relations, individual giving, stewardship, direct mail campaigns, corporate partnerships, special events, and overall annual giving campaigns. The DD oversees the Development Database Manager, manages grant opportunities and processes (including working with contracted grant writers), and supervises grant reporting. Additionally, this role includes direct supervision of three staff members and ensuring alignment with RMHC CTX's mission.

Key Responsibilities:

Annual Giving Program Management:

- Lead the organization's annual giving program.
- Strengthen the major gifts program by identifying, cultivating, soliciting, stewarding, retaining, and upgrading donors.
- Develop and implement high-level gift request strategies with the team, supporting the board and key solicitors.
- Manage a portfolio of prospects and solicit gifts directly on behalf of the organization.
- Direct Mail Program: Serve as lead staff for the direct mail program.
- Prospect Identification: Participate in bi-weekly moves management meetings. Work with the development team to identify prospective capital campaigns and other major donors.

Annual Fundraising Activities & Grants Management:

- Collaborate with the CAO to create and oversee the annual fundraising plan.
- Establish annual financial goals and strategies.
- Work with the Development and Communications team to execute the annual plan.
- Partner with the Director of Communications to create, manage, and evaluate direct mail campaigns.
- Special Events Support: Attend and support staff and volunteers at special events, including Bandana Ball, Starlight Affair, Friends of the House special events, and occasional third-party events. Participate in post-event activities, including stewardship and evaluating successes and challenges.
- Manage the annual and capital grant process, including working with grant contractors.
- Oversee grant opportunities and processes through the management/monitoring of vendor/contracted grant writers.
- Ensure thorough and timely grant reporting.
- Donor Database Management: Oversee the Donor Database Manager in developing and maintaining proper procedures and record-keeping of donor information.

Committee and Community Engagement:

- Lead and manage the Development and Communications Committee in Austin.
- Provide support to the Development Committee in the Brazos Valley.
- Attend Community Advisory Committee meetings in both Austin and the Brazos Valley.
- Maintain involvement with external organizations and professional groups to enhance continuing education and relationship-building with donors/supporters.

Personnel Supervision and Leadership:

- Supervise and lead development department personnel, including the Development Manager – Individual Giving, Development Manager – Corporate and Community Engagement, and Senior Development Manager – Brazos Valley.
- Cultivate a workplace culture consistent with RMHC CTX's mission, vision, guiding principles, and values.
- Identify staff development and training needs, provide solutions, and conduct annual performance reviews.

Budget Management:

- Collaborate with the CAO and team members to develop and manage the department's annual revenue and expense budget.

Planned Giving Program:

- Collaborate with the CAO and Capital Campaign Director to build the planned giving program.
- Focus on informing donors and prospects about various gift possibilities, particularly deferred and planned gifts.

Qualifications:

- **Mission Alignment:** Passion for the mission of Ronald McDonald House Charities of Central Texas.
- **Interpersonal Skills:** Ability to relate to people of diverse backgrounds with excellent interpersonal skills.
- **Problem-Solving:** Strong problem-solving and decision-making skills in a flexible, team-oriented environment.
- **Organizational Skills:** Highly organized with the ability to accept direction and work independently and as part of a team.
- **Confidentiality:** Maintain discretion regarding confidentiality and privacy.
- **Presentation Skills:** Excellent presentation, public speaking, and community relations skills.
- **Technical Proficiency:** Advanced knowledge of Microsoft Office and CRM (e.g., Blackbaud/RE or Salesforce) is required.
- **Proficiency in fundraising databases,** preferably Raiser's Edge.
- **Adaptability:** Dependable, flexible, and supportive of RMHC CTX's mission.

If you are a dynamic leader with a passion for philanthropy and a commitment to making a difference, we encourage you to apply for this exciting opportunity to lead our development efforts.

Application Process: Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position to careers@rmhc-austin.org. Applications will be reviewed on a rolling basis until the position is filled.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Ability to work off shift hours when needed.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel. More in-depth information can be found in SOP's, working guidelines, policies, etc.

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.