



Development Director

Location: Brazosport Cares, Freeport, TX

Schedule: Monday – Friday, 8:00 – 5:00, may require additional hours and weekends

Reports to: Executive Director

Organization Background

Brazosport Cares, Inc. is a nonprofit 501(c)3 organization whose mission is to feed Brazoria County's hungry through the distribution of food, education, collaboration, and advocacy. Focused on improving equity in our food system, Brazosport Cares believes everyone in Brazoria County should have access to affordable and nutritious food. Brazosport Cares offers innovative supplemental feeding programs, educational programs, and connections to other services that may lead to self-sufficiency, builds community awareness around food insecurity, its impact, and solutions, and serves as subject matter experts on food insecurity in our community.

Position Summary

The Brazosport Cares team is searching for a bright, experienced, compassionate professional to join our team of high performers. We are a diligent team dedicated to ensuring that no one in our community faces the day hungry. The Development Director must possess the drive, experience, and education to add value to our organization and serve our community. This individual must have a clear passion for our mission.

The ideal candidate has a history of working directly with donors and a track record of growing revenue generated from individuals, corporations, and foundations. The ideal candidate must be an innovative individual who is a self-starter, goal-driven, can work in a fast-paced environment, thrives on cultivating relationships, has great attention to detail, excellent time management, excellent interpersonal skills, and strong written and oral skills. They should have a background in fundraising, donor relations, and marketing/public relations.

Growing and diversifying our sources of contributed income is essential to meet the increasing demand for our services. We seek a team player who will ensure we meet our annual fundraising goal in 2024 and increase our fundraising in subsequent years. The Development Director will set and achieve fundraising goals to further the organization's mission. This is a full-time position reporting to the Executive Director. The Development Director provides leadership and management of the direction, planning, and execution of fundraising and development-related activities for the organization. These activities include, but are not limited to, major gifts, corporate and individual donations, grant solicitation, and in-kind resources.

Primary Areas of Responsibility

Development Strategy

- Collaborate with the Executive Director and Board of Directors to create multifaceted development strategies for all levels of donors, grants, and events.
- Collaborate with the Executive Director to set strategic priorities and tactics, with benchmarks defined on an annual timeline.
- Develop the annual fundraising and marketing plan, increasing revenues to support the organization's strategic direction.
- Lead the fundraising and marketing strategies per ethical fundraising principles.
- Meet quarterly revenue goals, providing reports to the Board of Directors and Leadership.
- Monitor and evaluate all fundraising activities to ensure the fundraising goals are achieved.
- Monitor trends in the community and adapt fundraising strategies as needed.
- Work with the Board of Directors, engaging members by articulating development strategy and tactics while securing their buy-in and supporting fundraising efforts.
- Incorporate DEI considerations into donor engagement strategies, recognizing and valuing the diversity of perspectives and experiences among donors and stakeholders.

Fundraising Activities

- Demonstrate proficiency and confidence in soliciting donations and securing funding from various sources, including individuals, corporations, and foundations, showcasing a track record of successful fundraising efforts and meeting or exceeding revenue targets.
- Develop a portfolio of major donors, create individualized cultivation plans for each one, and execute those plans to make a major Ask of each prospect each year.
- Oversee the planning and execution of special fundraising events, including What's for Dinner, as specified in the fundraising plan to generate funds for the organization.
- Cultivate relationships with diverse donors and supporters, including underrepresented communities, to broaden the organization's donor base and foster inclusive philanthropy.
- Work to achieve maximum donor retention of current donors using stewardship, cultivation, and relationship-building strategies.
- Administer an estate planning program for planned giving.
- Obtain financial support from individuals, corporations, and organizations.
- Oversee the administration of a donor database representing the privacy and confidentiality of donor information.
- Oversee the donor acknowledgment plan.
- Oversee grant seeking, including research, proposal writing, and reporting requirements.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are timely.
- Develop policies and procedures for the development activities that reflect ethical fundraising practices.
- Maintain confidentiality of all sensitive donor information and operational matters.
- Other duties, as assigned.

Evaluation and Reporting

- Evaluate the effectiveness of fundraising strategies, campaigns, and events to assess their impact on donor engagement, revenue generation, and community outreach.
- Prepare comprehensive reports and presentations to communicate fundraising results to internal stakeholders, including the Executive Director, Board of Directors, and Leadership.
- Highlight achievements, milestones, and areas for improvement in fundraising efforts through regular reporting and analysis.
- Collaborate with the finance department to ensure accurate budget tracking and financial reporting, fostering a culture of transparency and accountability.
- Provide insights and recommendations for strategic adjustments based on evaluation findings, contributing to the organization's long-term sustainability and impact.

Strategic Planning

- Lead the development of long-term strategic plans for resource development and sustainability, aligning fundraising efforts with the organization's mission, vision, and goals.
- Collaborate with the Executive Director, Board of Directors, and key stakeholders to identify strategic priorities and opportunities for fundraising growth and diversification.

Promote the Organization

- Solicit speaking engagements and make public appearances and speeches to share information about the organization with the community.
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of its fundraising activities.
- Coordinate the design, printing, and distribution of marketing and communication materials for fundraising efforts.
- Oversee the organization's website and social media presence.

Manage Fundraising Budget

- Develop and gain approval for an annual income and expenditure budget for the fundraising program.
- Prepare regular reports on progress, budgets, receipts, and expenditures related to fundraising and managing the fundraising activities.
- Monitor expenses, analyze fundraising budget reports, and recommend necessary changes.

Professional Development

- Engage in continuous learning and professional development to stay abreast of best practices and emerging fundraising strategy and resource development trends.
- Provide mentorship and coaching to individual team members, offering guidance and support in achieving their professional development goals.

Qualification Requirements:

Personal Characteristics

- **Relationship Builder:** Establish and maintain positive working relationships with others internally and externally to achieve the organization's goals. Have the desire to get out of the office and build external relationships.
- **Interpersonal:** Possesses exceptional interpersonal skills.
- **Self-Starter:** Self-motivated and goal-driven to initiate donor visits and fundraising calls.
- **Communication:** Excellent communicator, public speaker, and presenter. Speak, listen, and write clearly, thoroughly, and timely using appropriate and effective communication tools and techniques.
- **Focus on Donor Needs:** Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Leader:** Possess proven leadership skills with experience managing and mentoring a team of direct reports, fostering a collaborative and supportive work environment, and providing guidance and direction to achieve organizational goals and objectives.
- **Decision Maker:** Assess situations to determine the importance, urgency, and risks, and make clear decisions that are timely and in the best interests of the organization.
- **Organized:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- **Planner:** Determine strategies to move the organization forward, set goals, create, and implement action plans, and evaluate the process and results.
- **Problem Solver:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Creativity/Innovation:** Develop new and unique ways to improve the organization's finances and create new opportunities.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure your behavior and the behavior of others are consistent with these standards and align with the organization's values.

Knowledge, Skill, and Abilities

- Knowledge of fundraising management and special events planning and management.
- Knowledge of federal and state legislation affecting charity organizations.
- Skilled at public speaking.
- Ability to utilize social media outlets.
- Ability to work with and interact with all levels of personnel, such as the Board of Directors, donors, volunteers, vendors, and clients.
- Ability to manage multiple tasks and projects concurrently in a fast-paced environment.
- Ability to travel in a personal vehicle to Brazosport Cares, events, and training.
- Ability to work a flexible schedule, including evenings and weekends.
- Ability to travel occasionally out of the area for training and conferences and to visit other relevant organizations.
- Ability to use normal or corrected hearing and vision, along with speaking abilities, is required.

- Ability to be subject to moderate noise in typical work environments (computers, printers, and office traffic).
- Ability to stand and move around work areas, bend, stoop, reach, twist, and lift from the ground up; manual dexterity, feeling, and grasping are needed for keyboarding and other work tasks.
- Ability to lift 20 pounds without assistance.
- Ability to go up and down stairs.

Education and Experience

- BA/BS degree
- 5+ years of related work experience
- Fundraising experience preferred.
- Marketing/Public Relations experience a plus.
- Nonprofit sector work is a plus.
- Commitment to personal development.
- Experience working with the Bloomerang donor management system a plus.
- CFRE or ACFRE is a plus.

Proficiency

- Proficient with Microsoft Office Suite (Excel, Word, PowerPoint)
- Proficient with Microsoft Teams and SharePoint
- Working knowledge of development CRMs for donor and revenue management
- Experience with Illustrator/Canva/Adobe Creative is a plus.

Equal Opportunity Employer

Brazosport Cares is an equal opportunity employer. We do not discriminate based on race, color, religion, age, national origin, disability status, genetics, protected veteran status, gender identity or expression, sexual orientation, or any other characteristic protected by federal, state, or local laws.

How to Apply

Please send the following to careers@brazosportcares.org with "Development Director" as the subject:

1. Cover letter.
2. Resume
3. Three professional references