



Development Director Job Description

Purpose of the Development Director:

The Development Director is responsible for planning, organizing and directing Parks Youth Ranch's fundraising initiatives – including corporate development, major gifts, annual fund, grants and special events. This position spearheads development efforts for Parks Youth Ranch to ensure that organizational mission, goals, and objectives for our abused and neglected children are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications.

Duties of the Development Director:

- Develop and execute Parks Youth Ranch's annual fundraising plan in partnership with Executive Director;
- Secure financial support from individuals, foundations and corporations;
- Manage the implementation of Blackbaud's eTapestry Donor Database and oversee volunteers and/or staff responsible for data entry and gift processing;
- Develop and maintain ongoing relationships with major donors;
- Create and execute a strategy for a large sustained base of annual individual donors;
- Oversee organization of special events;
- Write all major grant proposals for the organization;
- Develop and track proposals and reports for all foundation and corporate fundraising;
- Prepare monthly financial reports and records on development activities, progress, status to Executive Director;
- Cultivate and maintain relationships with key donors – utilizing most appropriate promotional or marketing methods, such as individual letters, brochures or presentations at meetings;
- Develop, compile and write communications and promotional literature for distribution such as newsletters, brochures or flyers; coordinates process from development through printing and distribution;
- Interact and maintain liaison with residents, staff and outside/community agencies through the facilitation of community outreach activities;
- Develop, implement and maintain a marketing and communications plan for the organization.

Knowledge, Skills and Abilities:

- Passion for the mission of Parks Youth Ranch
- Knowledge of issues pertaining to area of nonprofit leadership
- Strong grant writing and communications skills
- Demonstrate an understanding of successful volunteer management
- Knowledge of budgeting and accounting principles
- Knowledge of organizational practices
- Skill in organizing work of self and others
- Ability to interface and engage diverse volunteer and donor groups
- Public speaking skills, strong writing skills and computer proficiency is a must

Minimum Qualifications:

- Bachelor's degree required, Master's degree preferred;
- 5 years non-profit development experience preferred;
- Demonstrated excellence in organizational, managerial, and communication skills;
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector;
- Experience with Blackbaud's eTapestry donor database system highly desirable;
- Experience with Confluence and JIRA collaboration software highly desirable.

Type of Position: Full-time with flexible work schedule and limited remote opportunities

Reports to: Executive Director

Location: Fort Bend County, Richmond, TX

Compensation: \$48,000 - \$58,000 depending on experience

Submission Details: Send cover letter and resume to Shannon Bloesch, Executive Director at: smbloesch@parksyouthranch.org

Benefits: Benefits include paid medical insurance, retirement plan options