

OPPORTUNITY: **Director of Development**

Location: Fort Worth, TX 76111

Status: Full-time, Exempt

Reports To: Chief Executive Officer

Supervises: N/A

Recovery Resource Council is seeking a highly motivated, effective, experienced and proven successful fundraiser for the position of Director of Development.

- **Job Description Overview** —The Director of Development will focus on expanding the existing development program. The successful candidate will implement strategies for substantial development revenue growth by cultivating; major gifts from individuals, foundations and corporations. The primary objective of the position is to develop long-term relationships built on firm understanding of donors' interests, passions and values, resulting in continuing philanthropic support.
- **Fundraising & Individual Donor Cultivation and relationship**
- Research individual, corporate, and foundation prospects in DFW/North Texas region, Texas and nationwide. Implement current practices to build funding relationships with those who support the mission of the Council.
- Identify and continuously update comprehensive prospect list for individual donors, foundations and corporations. Make initial introductions with prospects and perform research through internet, phone, and in person opportunities.
- Expand the existing development program and design and implement strategies for substantial development revenue growth based on goals set by CEO.
- Establish and attain measurable annual goals for each development fundraising component in collaboration with appropriate staff, consultants and Board of Directors.
- Provide leadership and engage the Development Committee of the Board to help attain annual and Capitol goals. Develop agendas, reports and minutes to properly support the work of this committee.
- Work to cultivate new sources of support with an emphasis on individual giving, including major and planned gifts.
- Evaluate and refine the departmental infrastructure and financial resources to effectively manage donor databases; schedule activities including solicitation and securing gifts, tracking gifts received and gifts pledged.
- Cultivate and solicit individual donors for support.
- Write grants, introductory letters, sponsorship letters, and other solicitations for funding.
- As Director of the development team, contribute to the design and implementation of foundation, corporate and individual donor fundraising efforts.
- Provide supervision to the Social Media & Events Coordinator, develop and implement three (3) signature events to build relationships and cultivate prospective individual donors. Create and manage online fundraising campaigns for the Council.
- Working with the Volunteer Coordinator, create pathways for prospective donors to become involved in the efforts and work of the Council through volunteerism, in-kind donations, sponsorships and other avenues
- Demonstrate a record of developing and implementing innovative fundraising strategies, including demonstrated success building a robust major gifts program.
- Contribute to implementation of all strategies for all fund development efforts to support the organization's general operations.
- Develop and enhance Recovery Resource Council's relationships with key constituencies via networking, public speaking, and other relationship-building activities.



- Provide supervision and guidance to the Social Media & Events Coordinator in respect to interaction with Council Board and Advisory Board members and other strategic supporters in the identification, cultivation and solicitation of individual donor prospects

Abilities, Skills and Qualifications

- **Must have** a minimum of five (5) years' experience in nonprofit fundraising with successful track record of raising funds from individuals, corporations and foundations
- Demonstrated record of attracting and securing significant gifts from donors
- Excellent writing and editing skills
- Substantial experience designing and implementing comprehensive fundraising plans for a variety of funding streams including major gifts, corporate, foundation and annual giving
- Demonstrated ability to effectively engage staff and Board in solicitation and cultivation activities
- Experience in and extensive knowledge of the North Texas philanthropy community preferred
- Demonstrated ability to influence and engage diverse audiences and to build long-term relationships, including experience leveraging executive-level staff and volunteers to achieve fundraising success
- Past experience with sales and marketing a plus
- Experience working in deadline-driven environments
- Demonstrated ability to generate and deliver persuasive and clear written and oral communications
- Strong presentation and networking skills
- Strong supervisory experience a must

Education Requirement: Bachelor's degree (BA) from a four-year college or university. Master's Degree a plus.

Recovery Resource Council offers a highly competitive salary and benefits package. Salary is determined based on qualifications and experience.

Recovery Resource Council is a 57 year old non-profit agency that in a year serves over 50,000 adults, children and families in a 12 county area with drug and alcohol prevention, intervention, outreach and treatment services. Seventy percent of all those we serve are children and youth under the age of 18 and eighty-one percent have household incomes under \$35,000 a year.

If you are interested please fax your resume and salary requirements to Margie Hatcher @ 817-332-2828 or email m.hatcher@recoverycouncil.org

Posting Date: April 1, 2015

Closing Date: When filled