

## **Job Description: Development Manager/Director**

**Reports to the Executive Director / Full-Time / Salaried / Exempt**

Reporting to the Executive Director (ED), the Development Director (DD) serves as an active participant in guiding strategic decisions affecting disABILITYsa. In partnership with the ED and Program Director, this position is responsible for the design, planning, and execution of all fundraising and development activities for the organization. The DD will forge new relationships to build disABILITYsa's visibility, in-kind, and financial resources. The DD will also design and implement a comprehensive plan for developing key external alliances by supporting the ED in cultivating individual and philanthropic support.

The DD has the primary responsibility for establishing and implementing the infrastructure needed to support a growing \$580,000 annual budget through the solicitation of individual donations, major gifts, government grants, special events, corporate and foundation support. The DD will foster and promote a CULTURE OF GIVING throughout the organization among Board members, staff, interns, volunteers, partner agencies, the individuals we serve, and the local community.

The DD will expand and diversify disABILITYsa's donor base/pipeline and work closely with other team members to secure funding for new programs and initiatives. In addition, the DD will work closely with the board of directors and support board members as they actively participate in their fundraising role. It is expected that the amount raised annually will increase each year as the DD systematically and effectively strengthens the organization's overall fundraising capacity.

### **DEVELOPMENT RESPONSIBILITIES**

- Partner with the ED and board members on all major fundraising initiatives to implement and support disABILITYsa's financial strategy
- Actively work with disABILITYsa team to develop and implement a comprehensive strategy for financial stability to include individual, corporate, foundation, government, and revenue generating resources
- Research funding sources and trends, with foresight, to help position disABILITYsa ahead of major funding changes or trends with primary responsibility for development and execution of all proposals; writing and archiving all proposals with a long-term relationship-management approach
- Have primary responsibility for the planning, implementation, promotion and success of the organization's special events; including sponsors and benefit management
- Maintain the Donor Base and monitor all donor information; provide and present statistical analysis to board and disABILITYsa team members
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors by overseeing the development of the membership program, ensure program benefits and prepare acknowledgements
- Monitor and report regularly on the progress of the development program; provide and present statistical analysis to board and disABILITYsa team members
- Partner with the Communication & Outreach Director COD to represent disABILITYsa in the community through networking, public presentations, and the agency newsletter.
- Recruit, develop and manage the fundraising committee volunteer forces and supervise Development/Fundraising Interns.
- Create, implement, and manage the communications plan for the organization to include the Newsletter, Publications, Social Media Posts, Website Updates, etc. as it pertains to fundraising.

### **OTHER DUTIES AS ASSIGNED**

- Support the operations of the main office and program team members to help ensure the success of programs as needed
- Collaborate with team members to build and develop a strong volunteer force to support operations, programs, advocacy, and fundraising efforts for the organization
- This job description is subject to change at any time

### **ESSENTIAL FUNCTIONS**

- Ability to construct, articulate, and implement annual strategic development plan
- Ability to secure and handle cash
- Advanced knowledge in use of Microsoft Office Outlook, Word, and Excel; and QuickBooks
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Ability to work both independently without close oversight
- Strong organizational and time management skills with exceptional attention to detail, with the initiative to manage multiple tasks and projects at the same time
- Knowledge of customer service standards and procedures
- Constantly operates a computer and other office productivity machinery
- Access to reliable transportation
- Frequent evening and weekend requirements

### **ANCILLARY JOB FUNCTIONS**

*These functions support event execution and coordination.*

- Frequent lifting of objects weighing 20-50 lbs to a height of 3-8 feet
- Physical exertion, such as lifting, standing, bending, or reaching, is required
- Occasionally standing/walking for more than 8-14 hours in a day
- Occasionally ascends/descends a ladder to decorate and set-up for programs and events
- Occasionally works in outdoor weather conditions and may be exposed to rain, snow, and extreme heat/ cold

### **QUALIFICATIONS**

- High energy and passion for disABILITYsa's mission is essential
- 3-5 years of professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources)
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- A team player who will productively engage with others within and outside of disABILITYsa
- Bachelor's degree expected, Master's preferred
- Ability to navigate a vast array of online platforms, tools, and resources

### **SALARY INFORMATION:**

The salary range display below is based on a Full-time 40+ hour a week schedule.

Salary: Min-**\$40,000** / Mid-**\$54,000** / Max-**\$68,000**

Job Type: Full-time, Exempt

All applicants must be able to pass a background check to include Texas DPS, Central Registry, Nationwide FBI screening, Credit Check, Motor Vehicle Record Check, and pre-employment Drug Screening.

### **Benefits offered:**

- Holiday Pay
- Health insurance Group Plan
- Paid Time Off (PTO)

**Job Inquiries may be submitted online at [www.disabilitysa.org/dsa-jobs](http://www.disabilitysa.org/dsa-jobs)**  
**No walk ins. Applications will not be taken in person. Send cover letter and resume to [HR@disabilitysa.org](mailto:HR@disabilitysa.org).**  
*If you need accommodation or support with your inquiry, call (210) 704-7262 for assistance.*

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