



## **Job Description & Qualifications**

### **Director of Development & Outreach**

disABILITYsa has a vision to make San Antonio the #1 community where people with disabilities want to live, work, and play. We aim to realize this vision supporting a mission to educate, advance, and engage individuals living with disabilities by sharing information, creating opportunities, and strengthening the organizations that serve them. This mission is achieved in partnership with the community, businesses, partner organizations, staff, and volunteers who work together to advance San Antonio improving the inclusion of and opportunities for independence for children and adults with all types of disabilities.

disABILITYsa is a small organization making a significant impact. At disABILITYsa we work hard, love our work, and really enjoy serving the community. Our team is supportive, encouraging, and creative. We do our work closely aligning with the core values of Respect, Integrity, Diversity, Abundance, and Resolve.

#### **Full-Time, Exempt | PTO & Health Benefits | Range: \$35,568 - \$42,000**

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

The Dir. of D&O has the primary responsibility for establishing and implementing the infrastructure needed to grow a \$300,000 annual budget through the solicitation of individual donations, major gifts, government grants, special events, and corporate and foundation support. The Dir. of D&O 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 Dir. of D&O will expand and diversify disABILITYsa's donor base/pipeline and work closely with other team members to secure funding for new initiatives. In addition, the Dir. of D&O 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 Dir. of D&O systematically and effectively strengthens the organization's overall fundraising capacity.

#### **DEVELOPMENT RESPONSIBILITIES**

- Partner with the ED and board members on all major fundraising initiatives
- Collaborate with the ED to develop and implement disABILITYsa's financial strategy
- Actively work with the ED and other staff to develop and implement a comprehensive strategy for financial stability to include individual, corporate, foundation, government grants, etc.
- Have primary responsibility for development and execution of all proposals; write and archive all proposals with a long-term relationship-management approach
- Have primary responsibility for the planning, implementation, and success of the organization's special events
- Research funding sources and trends, with foresight, to help position disABILITYsa ahead of major funding changes or trends
- 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
  - Oversee the development of the membership program and ensure program benefits
  - Prepare acknowledgement letters
- Secure sponsorships and ensure benefits
- Monitor and report regularly on the progress of the development program; provide and present statistical analysis to board and disABILITYsa team members

## **MARKETING & OUTREACH RESPONSIBILITIES**

- Participate in the updates, monitoring, and maintenance of the organization's and program websites and social media outlets as it pertains to fundraising and outreach
- Facilitate the distribution of agency marketing materials
- Partner with the ED to represent disABILITYsa in the community through networking & public presentations
- Recruit and develop the fundraising committee volunteer forces
- Manage outreach and the agency's participation in community resource fairs & promotional opportunities
- Have primary responsibility for development and execution for the organization's newsletter(s).

## **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
- Physical exertion, such as lifting, standing, bending, or reaching, is required
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
- Frequent lifting of objects weighing 20-50 lbs to a height of 3-8 feet
- Frequent evening and weekend requirements

## **ANCILLARY JOB FUNCTIONS**

- Occasionally standing and/or 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 or cold

## **OTHER DUTIES AS ASSIGNED**

- Support the operations of the main office as needed
- Support the program staff 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

## **QUALIFICATIONS**

- High energy and passion for disABILITYsa's mission is essential
- 6-plus 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
- Knowledge in using Zoom, Hangout, Google Voice, Jotforms, Reachmail, Adobe Acrobat, and Weebly preferred

**DEADLINE TO APPLY: MAY 1<sup>ST</sup>, 2020**

**Applications will not be taken in person. No walk-ins please. Apply online at [disabilitysa.org/join-the-team](https://disabilitysa.org/join-the-team).**

*If you need accommodation, call (210) 704-7262 and we will assist in taking your information over the phone.*

disABILITYsa.org | FiestaEspecial.org | abilitySTRONGparade.org | AccessAbilityfest.org | disABILITYsaCreativeServices.org