



## DEVELOPMENT DIRECTOR

HCC is seeking a dynamic Development Director to oversee all aspects of the organization's resource development efforts. This position will be based in or around Austin, TX. The Development Director reports to HCC's CEO and is responsible for setting annual fundraising goals and strategy, managing donor relations, securing grants, and supervising the development team.

HCC has an annual budget of approximately \$4 million, split between annual operating costs and variable capital/construction projects. In addition, HCC will be undertaking a capital campaign for completion of the Violet Crown Trail.

### APPLY AT:

<https://jobs.gusto.com/postings/hill-country-conservancy-development-director-3322cac6-bb90-4751-af65-572d3f44262b>

### **RESPONSIBILITIES OF POSITION**

Primary job responsibilities for this position center on the following (may be modified to include additional duties as assigned):

#### **Create and manage resource development strategy for HCC**

- Set long- and short-term fundraising and engagement goals in collaboration with the CEO, Board, and HCC staff
- Create and manage an annual fundraising plan and budget
- Relationship Building - cultivate and maintain relationships with foundations, corporations, other nonprofits, and individual donors
- Ensure compliance with all relevant regulations, best practices, and ethical standards in fundraising

#### **Oversee execution of all elements of HCC's development programs**

- Donor Stewardship - ensure timely donor stewardship, acknowledgment, and thank-you letters. Maintain regular contact with donors through phone calls or visits to strengthen relationships
- Event Planning - supervise the planning and implementation of all significant fundraising events, including Hill Country Nights
- Donor Solicitation - plan and participate in donor solicitations alongside the CEO, Board, and/or campaign committee members
- Grant Management - create grant strategy and schedule; oversee all grant writing and submit grant proposals and necessary reports.
- Corporate Sponsorship and Planned Giving - develop and implement corporate sponsorship and planned giving programs
- Capital Campaign - oversee capital campaign for Phase 2 of the Violet Crown Trail

**Manage development team and board committee**

- Supervise department staff (currently one full-time employee) and related consultants, including establishing clear strategy and goals, providing support and development opportunities
- Serve as staff liaison for the Resource Development committee

**PREFERRED SKILLS & EXPERIENCE**

- Minimum of 5 years of experience in fundraising, preferably in the nonprofit sector, with a proven track record in leadership, events, and gift solicitation
- Demonstrated experience working with grants management, major-donor relations, targeted fundraising campaigns and events
- Strong attention to detail and project management abilities
- Commitment to the mission and values of HCC
- Preferred: Proficiency with Donor Perfect or similar fundraising CRM

**COMPENSATION & BENEFITS**

The starting pay range for a candidate selected for this position is generally within the range of \$75,000 - \$100,000 for annual base salary. Where a successful candidate's actual pay will fall within this range will be based on a variety of factors, including, for example, the candidate's qualifications, specific skills, and experience. Benefits include the following.

- 100% employer-paid health, dental & vision insurance (for employee)
- Employer-paid long term disability insurance
- Employer 401(k) matching (3% of salary)
- Generous Paid Time Off (PTO)
- Hybrid work option
- Monthly remote-work reimbursement

HCC is an Equal Opportunity Employer. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

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*Posting closes Friday, Feb 7, 2025*