



## **External Vacancy Posting**

2/27/2025

# **Development Director**

The Caring Place is a local, community-based, community-supported nonprofit organization that has assisted families with basic human needs in Georgetown and northern Williamson County, Texas since 1985. Last year, The Caring Place assisted 11,391 unduplicated individuals with services (like food, rent, and utilities) valued at \$4.4 million. The Caring Place is a dynamic, progressive, financially stable, growing organization, with a broad support base of constituents, stakeholders, donors, community partners and volunteers.

The Caring Place has an immediate opening for a full-time position of **Development Director**, located at 2000 Railroad Avenue. This is an exciting new position designed to address the growing demand for basic needs assistance now and in the future through communication, giving, partnerships, and engagement. This is an amazing opportunity for someone who loves variety in their day to build a new program on a solid foundation. The ideal candidate must have outstanding communication and interpersonal skills, management experience, knowledge of fundraising/philanthropic best practices, and a commitment to continuous improvement. The preferred candidate will demonstrate strategic thinking, proven ability to grow a mid- to major gift program, experience in the social services sector, familiarity with Williamson County, Texas and the philanthropic landscape, and a commitment to mission advancement through philanthropy.

**Purpose of the job:** The Development Director is responsible for all communications, community engagement, and fundraising strategy, efforts, and alignment for The Caring Place. This is an amazing opportunity for a development professional who loves variety in their day to conduct mission advancement through philanthropy, communications, and community engagement. This newly created position will diversify and increase funding, enabling it to expand services to address the growing demand for basic needs in our community.

## **Essential Duties and Responsibilities:**

### **Strategic Development and Donor Engagement (70%)**

- Creates and implements a comprehensive cultivation, solicitation, and stewardship strategy to maximize donor retention, engagement and investment
- Conducts mid to major gift work with top supporters
- Engage the Board in meaningful opportunities to support fundraising goals
- Designs, implements and manages collaborative fundraising activities including annual giving, special projects, peer-to-peer fundraising, and other solicitations
- Develop and monitor KPI outcomes, which include community engagement and communications, for the ED and BOD
- Supports donors in navigating alternate opportunities such as donor-advised funds and planned gifts
- Research and assess the potential of new major individual, foundation, and organizational supporters
- Uses data driven strategies to continuously analyze development efforts and makes ongoing improvements
- Knowledge of best practices in fundraising/philanthropy and commitment to continuous improvement
- Conduct philanthropic education to a diverse audience
- Comfortable with personal asks

### **Marketing, Management, and Community Engagement (30%)**

- Supervise and mentor the Community Engagement Manager and Communications Manager
- Ensures comprehensive, strategically aligned Community Engagement, Marketing and Communications, and Fund Development activities
- Collaborate with the team to create compelling communication materials, proposals, and presentations that effectively convey the impact and value of partnering with TCP
- Communicates TCP's mission, values, and accomplishments to the public
- Create a welcoming environment for staff, volunteers, customers, and the public
- Other duties necessary by the Executive Director

## **Qualifications:**

- Innovative and strategic in approach, and detail-oriented
- Passionate about building relationships
- Graduation from an accredited 4-year college or university
- At least 7-10 years of successful fundraising experience, including a demonstrated knowledge of all aspects of development
- A track record of effective major donor fundraising for nonprofits
- Experience making and closing direct asks of donors
- Have knowledge and experience in fundraising techniques, such as annual fund and planned giving

- Experience implementing and managing a year-round high-touch donor stewardship program
- Strategic, goal-oriented approach to development, with demonstrated success in achieving fundraising targets
- Strong organizational skills and project management capacity; ability to prioritize and manage several significant projects simultaneously
- Supervisory/management skills/experience
- Competent with technology and its increasing role in development and donor communication, including using social media, email marketing, and development software for donor tracking
- Experience developing and analyzing financial reports, revenue projections, and revenue tracking
- Works independently and collaboratively
- Exceptional written, verbal, and interpersonal communication skills
- Ability to work with people from diverse racial, ethnic, and socioeconomic backgrounds
- Has an established fundraising philosophy
- Skilled at information synthesis and analysis
- Availability to work flexible hours, including occasional evening or weekend

**Preferred:**

- CFRE Credential
- Familiarity with Williamson County, TX philanthropic landscape, with established connections in major gifts and corporate giving sectors
- Experience with DonorPerfect
- Bilingual in English and Spanish

**What's in it for you?**

- Exempt Full-time position, on-site work environment
- Annual salary range of 90-100K; D.O.E.
- Medical, Dental, Vision insurance offered;
- Paid Time Off;
- Retirement savings program with a workplace match;
- Caring and positive workplace;
- Being part of a non-profit organization working to provide for the basic needs of all neighbors in our community.

This position works flexible hours and days, including occasional evenings and weekends. To apply for this position, please forward your cover letter and resume to Jim Tillman, HR Manager at [jtillman@caringplacetx.org](mailto:jtillman@caringplacetx.org), no later than close of business on 3/21/2025. The Caring Place is an equal opportunity employer.