

## **Job Description for Development Director**

Rebuilding Together Austin San Antonio (RTASA) believes in safe homes and communities for everyone. We are committed to repairing homes, revitalizing communities, and rebuilding lives. In 2024, we delivered critical home repairs and accessibility modifications to 100 low-income homeowners— seniors, veterans, and individuals with disabilities—across Central Texas.

### **Position Summary:**

We are seeking a dynamic, relationship-driven full-time Development Director to lead and implement a fundraising strategy that raises \$500,000 annually in organizational revenue. This position reports directly to the Executive Director. The Development Director will build out our individual giving program, corporate partnerships, foundation grants, and faith/civic giving while creating a culture of donor stewardship and engagement. This is a hands-on role that offers the opportunity to build a development program from the ground up—with strong support from leadership and the Board.

### **Position Duties & Responsibilities**

#### **I. Individual Giving Program**

- Plan and execute campaigns such as Year-End Appeal and Giving Tuesday
- Cultivate new donors through personal outreach, welcome packets, and follow-up calls
- Create and execute an annual fundraising event in Austin and/or San Antonio
- Communicate with new donors to encourage repeat giving

#### **II. Foundation Funding and Corporate Giving Program**

- Develop a system for developing new foundation opportunities
- Cultivate 50–75 new corporate prospects and engage 5 as new donors
- Solicit 5 - 10 unrestricted gifts and 5-10 exclusive rebuild day sponsorships

#### **IV. Faith, Civic & Community Group Support**

- Establish partnerships with 3 - 5 churches, clubs, and civic groups in Austin or San Antonio
- Seek speaking engagements and volunteer opportunities through these channels

#### **V. Donor Stewardship & Retention**

- Craft compelling proposals and donor materials.
- Implement a Stewardship Matrix to guide donor communications
- Coordinate donor and volunteer thank-you efforts (calls, letters, videos, reports, etc.)
- Monitor and improve donor experience via surveys and outreach
- Use CRM (Salesforce) to track donor data, retention, and engagement history

#### **VI. General Development Operations**

- Attend and present at Board and Development Committee meetings

- Work collaboratively with program and grants teams to align fundraising with impact
- Track and report progress toward fundraising goals bimonthly
- Oversee data input and analytics in Salesforce
- Develop reports for internal use and external funder updates

### **Work Environment**

- Highly collaborative work environment. Small staff of 4 dedicated employees.
- Schedule: RTASA provides work schedule flexibility. Work remotely (live in Central Texas) except when meeting donors or sponsors. The job requires occasional travel, evening or weekend events.

### **Experience & Skills**

We don't expect you to check every box—what matters most is your potential and passion.

- Passion for the mission and values of RTASA
- Minimum of 3-5 years of progressive fundraising and development experience
- Exceptional interpersonal skills
- Track record of building long-term relationships with donors and stakeholders.
- Strong writing, editing, and verbal communication skills
- Highly organized, detail-oriented, and action-oriented.
- Past success steering key stakeholders toward organizational goals
- Experience (professional or extracurricular) that showcases consistently turning efforts into results

### **Preferred Qualifications (Not Required):**

- Bachelor's degree in Nonprofit Management, Fundraising, Business Administration, or related field required. Advanced degree preferred.
- CFRE certification
- Experience working with a CRM and/or other technology to manage relationships, optimize workflows, and track status and deadlines of key initiatives.

### **Compensation & Benefits**

- Starting salary range: \$75,000, commensurate with experience.
- Benefit package includes access to medical stipend, phone stipend, employer matched retirement and work schedule flexibility. Full details available during interview sessions.

### **To Apply:**

To be considered, submit a cover letter and resume to [jesse@rtasa.org](mailto:jesse@rtasa.org). The subject line should be "Development Director."