**Title:**  Development Director

**Reports to:** Chief Development and Marketing Officer

**Department:** Development and Marketing

**Supervises:** Volunteers

**Job Type:** Full Time (40 hours) Non-Exempt

**Salary Range/Hourly Rate:** $70,000 - $75,000

**Summary**

**Texas Advocacy Project (TAP)** is a statewide non-profit working to end dating and domestic violence, child abuse, sexual assault, human trafficking, and stalking in Texas. TAP empowers survivors through free legal services and access to the justice system, and advances prevention through public outreach and education. Our vision is that all Texans live free from abuse.

TAP Core Values are Integrity, Courage, Innovation, & Empowerment

The Development Director develops project plans, manages logistics, and implements tactics of fundraising events, campaigns and sustaining membership program for TAP. Works with the executive team, staff, donors, sponsors, vendors, community agencies, volunteer committees, and corporations to ensure organizational revenue goals are met. Solicits sponsorships, in-kind donations, and cultivates community relationships to support both near term and long-term fundraising goals and objectives of the organization.

**Position Description**

* Develops and implements a comprehensive fundraising strategy to meet annual and long-term financial goals.
* Plans and executes fundraising events, annual gala, corporate giving and donor recognition activities.
* Identifies, cultivates and successfully solicits gifts to meet established fundraising goals and to support and expand organization programs.
* Deepens relationship with corporate partners to increase workplace giving and employee engagement.
* Grows and strengthens sustaining membership program through recruiting, onboarding and

cultivation activities.

* Utilizes project management and operational skills to execute events large and small, virtual and in-person.
* Cultivates trusted, professional relationships with new and existing vendors, businesses and individuals.
* Researches and implements new and current fundraising opportunities.
* Meets aggressive sponsorship and fundraising goals through strong selling and negotiation skills.
* Leads event committee meetings.
* Plans, directs, motivates and monitors high-level volunteers to produce high quality, mission driven fundraising and cultivation events.
* Cultivates meaningful opportunities for high-level volunteers to utilize their passion to further the mission of the organization.
* Recognizes donors and volunteers for their contributions and time ensuring their commitment

and satisfaction.

* Maintains accurate records, relationships, and gives history for all event sponsors and donors with the support of development team.
* Maintenance of event vendor contracts.
* Manages event planning contractor.
* Utilizes data-driven decision making to measure and adapt for success in event sponsorship and

donor retention.

* Monitor and report on fundraising progress and use data to inform strategy and decision-making.
* Participates in continuing education opportunities, conferences and seminars to enhance professional growth and maintain knowledge of current trends in fundraising.
* Works collaboratively with colleagues within the organization to ensure that development webpages and social media posts remain relevant and informative.
* Ensure donors have easy, intuitive access to TAP’s giving platforms and overall goals are met.
* Assist in overall office responsibilities including correspondence, working with volunteers, and basic office tasks and other duties as required.
* Perform other related duties as assigned.

**Qualifications**

* Bachelor’s degree in Nonprofit Management, Business Administration, Communications, or equivalent

work experience

* Proven success in nonprofit development, event management, sales, or marketing
* Experience with CRM systems
* Proficient in Microsoft Office and preferably Adobe Suite
* Excellent project management skills and ability to manage multiple projects simultaneously
* Excellent verbal and written communication skills
* Able to learn and work independently while also working well with others
* Perform physical work including light to heavy lifting
* Ability to work independently, take initiative and proactively address case needs
* Ability to work in a flexible, evolving environment, adapt to situations, and manage change effectively
* Strong verbal and writing skills
* Valid driver’s license and access to reliable means of transportation
* Ability to travel and work some weekends

Salary range is $70,000 to $75,000. Compensation is commensurate with experience. TAP provides health insurance, malpractice insurance, CLE and State Bar dues are paid, and you have the opportunity to participate in the TAP’s matching retirement plan. Generous paid vacation, personal leave, and holidays.

A criminal background check will be conducted.

TAP is a smoke-free work environment.

TAP and its Board of Directors supports the principles and spirit of equal opportunity based upon qualifications and related experience without regard to race, color, ethnicity, religion, sex, pregnancy, marital status, sexual orientation, age, national origin, disability, veteran status or medical condition as defined in federal and state laws. Current TAP employees may apply for any position openings in which they have an interest.

**To Apply:**

If interested, please send a cover letter, detailed resume, and 3 references to jobs@texasadvocacyproject.org. Please type “Development Director” in the subject line. No telephone inquiries, please. Open until the position is filled. Please indicate how you heard about the opening.