**WAYA Development Director Job description**

WAYA is seeking a dynamic, experienced, and dedicated Development Director with demonstrated skills in fundraising, events, and volunteer management to strengthen the organization’s capacity and advance its mission to provide a fun and safe environment for kids to reach their potential.

West Austin Youth Association (WAYA) is a 501(c)(3) nonprofit organization dedicated to providing educational and recreational opportunities for the youth of Austin. WAYA had over 17,000 youth program registrations from over 50 Austin area zip codes in 2024.

**POSITION SUMMARY:**

The Development Director is responsible for planning, organizing, and directing all of WAYA fundraising including the annual fund, special events, and capital campaigns. The Director will have the opportunity to build the development function. Must have a passion for the mission to develop youth through educational and recreational activities. The Director works closely with the Executive Director, the Communications Director, and the Board of Directors in all development and fundraising endeavors.

**QUALIFICATIONS:**

* A bachelor’s degree, (MA or CFRE a plus)
* Five Years minimum experience in professional fundraising
* Strong interpersonal and writing skills.
* Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
* Possess the skills to work with and motivate staff, board members and other volunteers
* Have the desire to get out of the office and build external relationships.
* Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
* Be organized and exhibit “follow through” on tasks and goals
* Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
* Must embrace the mission to develop the potential of youth through educational and recreational programs.

**JOB RESPONSIBILITIES:**

* Direct the annual fund program, including mailings and annual Family Day fundraising event.
* Coordinate fund raising special events such as Family Day.
* Meet prospective donors and supporters on a continual basis to establish effective communications with them.
* Grow a major gifts program including identification, cultivation and solicitation of major donors.
* Oversee grant seeking including research, proposal writing, and reporting requirements.
* Build a planned giving program
* Oversee prospect research.
* Work closely with Executive Director, Communications Director, and Board of Directors.
* Make public appearances/accept speaking engagements to share information about WAYA with the community.
* Attend Board Development Committee meetings.
* Oversee fundraising database and tracking systems.
* Supervise and collaborate with staff and volunteers.
* Oversee creation of publications to support fund raising activities.
* Maintain gift recognition programs.
* Demonstrate professional conduct at all times.
* Perform other duties as requested.

This is a full time position with some work hours in the evenings, and on weekends. Benefits including paid holidays, vacation, and personal leave, dental, vision, life, and health insurance.

Job Type: Full-time Hybrid (3 days in office per week)

Salary: $60,000-$75,000 per year depending on qualifications and experience.

To apply please submit cover letter and resume to [ExecutiveDirector@WAYA.ORG](mailto:ExecutiveDirector@WAYA.ORG) by Nov. 1.