

Director of Development Job Description

In connection to Dress for Success's commitment to diversity, equity and inclusion, we encourage people from underrepresented communities with diverse abilities, ages, gender identities, nationalities, races, ethnicities, sexes, sexual orientations to apply.

Reporting to the Executive Director, the Director of Development (DOD) is a key leadership team member responsible for driving Dress for Success Austin's (DFSA) fundraising success. The DOD designs and implements strategies to secure donations from individuals, foundations, and corporations, fosters a culture of philanthropy, and maintains systems for donor cultivation, event management, grant writing, committee oversight, and stewardship. The DOD will manage one direct report, the development manager.

KEY RESPONSIBILITIES

- Collaborate with the Executive Director, staff, and Board to define DFSA's mission and strategic direction.
- Develop, implement, and monitor a comprehensive plan to achieve fundraising goals for DFSA.
- Oversee all fund development activities, including major gifts, grants, annual giving, events, communications, and stewardship.
- Manage grant application process with program staff & grant writer.
- Direct daily development operations such as donor research, solicitation, recognition, and reporting.
- Support staff and Board in fundraising through planning, coaching, and reporting.
- Design and implement cost-effective fund development programs with a solid ROI.
- Manage event planner/chair for two annual fundraising events, securing sponsor benefits and meeting financial goals.
- Collaborate with the Communications Manager to engage and retain supporters.
- Oversee the Circle of Impact giving circle, and BOD Development Committee.
- Build positive relationships with board members and donors.
- Provide ownership of the development budget, as well as the accuracy of the donor database.

REQUIRED KNOWLEDGE, EXPERIENCE & ABILITIES

- Strong management and leadership experience, including strategic planning, staff motivation, communication, marketing, financial management, and governance.
- Proven success in relationship-based fundraising for organizations with \$1M+ revenue, especially in securing major gifts (\$10,000+).
- Adept at identifying, cultivating, and stewarding a broad donor base.
- An attentive and expert communicator, as well as an engaged listener who can present the organizations' goals and programs' impact to prospective donors.
- In-depth knowledge and experience creating a development plan.
- Proficient in grant application processes, administration, and reporting.
- Comprehensive understanding of philanthropy, ethics, donor motivations, cultivation, and standard fundraising techniques, including face-to-face solicitation, proposal writing, special events, and donor database software.

IDEAL EXPERIENCE, SKILLS, AND PERSONAL CHARACTERISTICS

- **Strategic and Tactical Thinker:** A proactive and innovative self-starter who can craft strategic approaches to execute a development plan.
- **Mission-Driven Integrity:** A collaborative, committed individual with the integrity, demeanor, and passion for supporting Dress for Success Austin's goals and enhancing its impact.

DETAILS:

- Full time, hybrid, and flexible between the hours of 8 am – 5 pm with occasional evenings & weekends
- Health, dental, vision, and retirement benefits
- To apply by 11/22/24, click [here](#).