



JOB DESCRIPTION | DIRECTOR OF DEVELOPMENT

ABOUT THE ORGANIZATION

Flatwater provides access to mental health therapy in the wake of cancer. We connect individuals with therapists to help clear their mind, heal their body, and find the strength to take on a diagnosis.

Aware of the financial toxicity associated with cancer treatment, we seek to support those seeking mental health services for cancer-related needs residing in our Central Texas service area that would not otherwise have access to this care due to financial barriers.

We fulfill our mission by partnering with therapists in our community that seek to work with people touched by cancer. Our provider network consists of licensed psychotherapists that specialize in trauma and cancer related issues, and that meet Flatwater standards. We also collaborate with top cancer institutions and organizations in Central Texas to identify those in need of support within our community.

ABOUT THE POSITION

The Director of Development is a senior leadership role responsible for leading and growing Flatwater's contributed revenue and building the relationships, systems, and culture that support long-term financial sustainability for the organization.

This role leads all fundraising strategy and execution across individual giving, major gifts, foundation grants, corporate partnerships, and events. The Director of Development is responsible for establishing and cultivating trusted relationships within the Austin and Central Texas philanthropic, healthcare, corporate, and civic communities and for actively leveraging and expanding those relationships on behalf of Flatwater.

This position is both strategic and hands-on. The Director of Development personally leads major donor cultivation and solicitation while strengthening development infrastructure, partnering closely with the Executive Director and Board of Directors, and collaborating across the organization to ensure fundraising and stewardship activities reflect Flatwater's mission, values, and growth ambitions.

Flatwater is a relationship-driven organization rooted in trust, integrity, and impact. The Director of Development is expected to lead with authenticity, accountability, and respect, and to build long-term relationships with donors, partners, Board members, and colleagues. This **hybrid position** is **based in the Austin Metro area** with the ability to work remotely and requires regular, in-person engagement and significant on-site presence during events, including occasional evenings and weekends.



THE IDEAL CANDIDATE

- Views relationship-building as essential to job success, and appreciates a collaborative approach to achieve common goals.
- Has demonstrated success closing six- and seven-figure gifts and building long-term donor relationships.
- Maintains an established network within the Austin and Central Texas philanthropic, corporate, healthcare, or civic community.
- Has proven experience partnering closely with a Board of Directors on fundraising.
- Has experience building or scaling a development function and its infrastructure.
- Demonstrates exceptional relationship-building and communication skills.
- Is proficient in CRM platforms/donor databases; experience with Bloomerang preferred.
- Is comfortable using fundraising analytics, dashboards, and pipeline reporting to make strategic, timely, and effective decisions.
- Takes a proactive approach to problem-solving, is organized, and prioritizes tasks to hit deadlines.

KEY RESPONSIBILITIES

Fundraising Strategy and Revenue Generation

- Develop and implement a multi-year development strategy aligned with Flatwater's strategic plan and financial goals.
- Set, monitor, and provide regular progress reports on annual contributed revenue targets across all fundraising channels.
- Build a diversified fundraising portfolio that supports long-term sustainability.
- Translate organizational priorities into a compelling case for support and funding opportunities.
- Use data and performance insights to continuously refine fundraising strategy, planning, and execution.

Annual Giving and Major Giving

- Identify and foster relationships with high-capacity donor prospects and actively engage them in Flatwater's mission.
- Build, manage, and grow a major donor pipeline, including six- and seven-figure capacity prospects.
- Personally cultivate, solicit, and steward a portfolio of top-tier donors.
- Plan, implement, and evaluate annual giving campaigns including an end-of-year fundraising appeal.
- Design and create donor experiences that drive retention, upgrades, and long-term engagement.
- Partner with the Executive Director and Board of Directors on donor strategy, prospecting, and joint solicitations.



Corporate and Foundation Partnerships

- Leverage existing corporate and community relationships to grow sponsorships and strategic partnerships.
- Develop long-term, mission-aligned corporate partnerships.
- Create and manage a portfolio of foundation partners, ensuring timely and impact-driven grant proposals, reporting, and stewardship communications.

Events

- Lead fundraising strategy for signature events.
- Ensure a donor-centered and brand-aligned approach to pre-, during, and post-event fundraising plans.
- Evaluate ROI and refine strategies to maximize net revenue.

Board and Volunteer Engagement

- Activate and support Board members in fundraising.
- Provide tools, coaching, and clear expectations for Board members' personal cultivation and stewardship of prospect and donor relationships.
- Support development committees and volunteer fundraisers as needed.

Systems, Operations, and Reporting

- Oversee development operations, including CRM management, donor data integrity, and gift processing.
- Establish clear metrics, dashboards, and reporting for leadership and the Board.
- Ensure ethical fundraising practices and policy compliance.

Cross-Functional Collaboration

- Partner with Marketing & Communications on storytelling and donor messaging.
- Work with Finance on revenue forecasting and reporting.
- Partner with program leaders to translate impact into donor-facing narratives.

QUALIFICATIONS

- Minimum of five years of progressive nonprofit development experience with a successful track record in fundraising and donor cultivation, including leading major gift strategy.
- Background in healthcare, mental health, or mission-driven human services preferred.
- CFRE (Certified Fund Raising Executive) or other nonprofit certification preferred.



COMPENSATION

This is an at-will, full-time, exempt position. In addition to the benefits listed below, this role offers flexibility in schedule, a high degree of autonomy, and internal growth opportunities.

- \$110,000-\$125,000 annual salary, commensurate with experience.
- Eligible for a performance-based bonus of up to \$15,000, contingent upon achieving defined metrics regarding donor acquisition, retention, and campaign engagement.
- BCBS Health, Dental and Vision benefits; Flatwater covers 85% of the premium, with a 15% employee contribution.
- Unlimited PTO: Flatwater employees have no fixed cap on vacation time, sick time, bereavement leave or other types of leave. We trust employees to respect this policy including communicating leave with the Executive Director, delegating coverage for job responsibilities in an advanced and timely manner, and not abusing the privilege.

TO APPLY

Submit a cover letter, resume, and three professional references to jennifer@jenniferlongconsulting.com with the subject line "Flatwater Director of Development Application." Applications will be accepted for at least two weeks from the posting date. References will not be contacted until candidates have been interviewed.