



TITLE: Director of Development & Communications

REPORTS TO: Executive Director

LOCATION OF WORK: Primarily work from home initially, eventually an expectation of 1-2 day/week in office (located at 2306 Hancock Drive, Austin, TX. 78756) May include local travel within the metropolitan area

COMPENSATION: \$55,000-70,000 annually, health insurance, holiday, vacation and sick time, professional development budget.

HOW THIS ROLE ADVANCES OUR MISSION: The Christi Center has a vision of a community where no one has to grieve alone after the death of a loved one, and we've been quietly working towards that goal for over 32 years. We are experts on grief and bereavement, helping people who are adjusting to life after the death of a loved one find healing and new purpose. We provide **free**, ongoing grief support services and education on grief and bereavement – but our services are not free to provide. They're made possible by the generosity of our donors, volunteers and foundation and corporate partners. We're looking for an experienced Director of Development and Communications to help tell our story and grow that list of partners to expand our mission and keep our services free to those who need them.

We know grief is an unusual thing to be passionate about – but we've got a team of people who believe in our mission and we're looking to add just the right person to it. The ideal candidate is compassionate, creative, flexible, collaborative, self-starting, and a people-person who is an excellent communicator. As part of our organization, you can expect to experience a sense of hope and connection, a positive and forward-thinking team, flexibility in work hours, and opportunities to grow with the organization.

POSITION OVERVIEW:

As a key member of the leadership team, the Director of Development & Communications will develop and execute the organization's fundraising strategy. The Director of Development will work closely with the Executive Director, Program Director, and the Board Development Committee to build an effective major gifts program, grow an annual fund program, and oversee communications to promote community awareness of the grief services of The Christi Center. The ideal candidate has:

- A heart for our mission
- Proven and demonstrated success in planning, implementing, and analyzing individual giving initiatives including individual asks, direct mail, peer-to-peer fundraising, and email marketing
- Experience with building and maintaining long-term relationships with donors and prospects
- Knowledge and experience with marketing and communication as a fundraising tool
- Manage and lead out on production of fundraising materials
- Knowledge of the human services local funding landscape
- Excellent communications skills, including written, visual and verbal

- Stellar time management skills, with the ability to manage multiple tasks/projects concurrently
- Mastery of Microsoft Office Suite, including budget/financials preparation in Excel
- Experience with utilizing a database, including documenting contacts and donor information in database and developing reports
- An attention to detail matched with the ability to think strategically
- An appreciation for team collaboration and an ability to work across teams

RESPONSIBILITIES:

Overall:

- Manage overall fundraising opportunities as outlined below to support existing program operations while building long-term sustainability
- Collaborate with Executive Director, Development Committee, and Board of Directors to develop and implement annual fundraising and development plans
- Lead volunteers and staff to achieve fundraising goals, including recruiting and training of fundraising and event volunteers
- Plan, implement and evaluate fundraising campaigns and activities
- Use prospect research tools and donor database to develop and build donor relationships
- Stay on top of fundraising trends and the nonprofit community
- Communicate mission and impact with donors and volunteers via multiple channels
- Create solicitation materials for the fundraising team

Event Planning: Heart Connections:

Heart Connections is a mission-centric, year-round friend- and fund-raising program that shares impact of The Christi Center's work and identifies community champions to build sustainability. Manage all aspects of the annual fundraising luncheon "Heart Connections", including introductory engagement opportunities, fundraising luncheon, donor appreciation event, and donor stewardship.

- Lead and develop the event timeline, goals and completion of all collateral, messaging and promotion
- Recruit and support table captains in filling tables for fundraising luncheon
- Manage event logistics and develop the program for the event
- Steward Heart Connections donors strategy and develop relationships for major gifts, engaging support of executive leadership and volunteer fundraising team as appropriate, and cultivating long-term donor relationships
- Develop and promote sponsorship opportunities for events and steward sponsors

Engagement:

- Develop an engagement plan for major donor prospects to include regular communications
- Develop unique and individual plan to communicate donors the impact of their support
- Meet with and cultivate relationships with major donors, engaging support of executive leadership and volunteer fundraising team as appropriate
- Implement strategies to cultivate volunteers, event participants, and first-time donors to larger roles within the organization
- Document all unique activities with donors in database

Grants:

- Manage portfolio of foundation/corporate partners for grant opportunities and deadlines
- Grant management including strategy, goals and writing grants
- Work with program and finance staff to track/administer all grants and reporting needed
- Research new prospects
- Work with executive/program leadership teams to articulate strategic priorities and program goals to secure new grants

TO APPLY: Please email Executive Director Lara George at lara@christicenter.org. Include a cover letter along with your resumé detailing experience.