

Director of Development

Job title	<i>Development Manager</i>
Reports to	<i>Chief Advancement Officer</i>

Job purpose

Communities in Schools of the Dallas Region is currently seeking a Development Manager who, under the direction of the Chief Advancement Officer, will assist in the implementation of the organization's funds development plan. This role is responsible for two primary functions: (1) the solicitation of individual and corporate donors and foundation giving; both managing a current portfolio and building a pipeline for additional support; (2) oversight to the organization's grants management, including research, prospecting, writing, submission, stewardship and reporting.

If you have a strong desire to work within a mission-centric organization that empowers students to stay in school and achieve in life, then Communities In Schools of the Dallas Region wants to meet you!

Duties and Responsibilities

- Lead the development and implementation of individual donation strategies through appeals, campaigns, matching gifts and support of major gift opportunities
- Create materials for donation prospects, to include, but not restricted to, digital and print collateral, letters, e-newsletters, website, social media, and other print, online, and creative materials
- Monitor funds development progress and provide monthly updates to Chief Advancement Office and Executive team
- Manages Peer to Peer, Online and Text to Give programming
- Builds and segments lists, cultivating prospects for fundraising success
- Supports systems for timely and appropriate acknowledgments of all donor gifts
- Lead the full grant management process including the coordination of all grant activities and information gathering across the Program, Data, Clinical and Finance teams to ensure all grant applications are submitted on time and reflective of the full CIS Dallas program needs and offerings
- Manages acceptance and reporting processes of granting partners; hosts check presentations and attends funder events for ongoing relationship building
- Develop internal grant calendar and lead quarterly grant determination meetings to provide updates on current opportunities and establish course of action for pending and upcoming grant opportunities
- Identify new prospects (individual and/or corporate) and new grant opportunities from Foundations or Family Funds weekly
- In addition to the execution of individual donor relations and grant management, the Director of Development provides support to the larger department, to ensure success across all funding strategies

Qualifications

- A Bachelor's degree and eight (8) years of previous fundraising experience, donor cultivation and management, portfolio management
- Strong grant writing experience
- Knowledge of the greater Dallas community and prospective donors is highly desirable.

- Superior oral/written communication skills, excellent interpersonal skills and strong presentation skills
- Substantial experience with online marketing, direct mail, and cross-channel marketing in for-profit or nonprofit settings is highly desirable
- Must be a proactive and creative problem-solver, able to work both independently and with a broad range of internal and external partners to develop relationships, facilitate collaboration and achieve results
- Proficiency with Microsoft Office, Google Workspace and donor/constituent management databases (Blackbaud/Raiser's Edge and Salesforce is highly desirable)
- Must demonstrate strong organizational and time-management skills, with outstanding attention to detail and ability to uphold deadlines
- Strong skills in creating powerful, compelling written and oral communications for fundraising. The ability to convey complex ideas via presentations, emails, and face-to-face communications
- Proven ability to work collaboratively within the Advancement team and across all CIS teams toward the success of the CIS Dallas program

Working Conditions and Physical Requirements

- Ability to lift, carry and otherwise move up to 15 pounds on a regular basis
- Ability to sit, stand, bend, kneel, reach, push, pull, or walk for various lengths of time throughout the day
- Ability to work within Microsoft Office suite and Google Workspace
- Ability to work within donor management software
- Inside work in an office environment with no exposure to weather conditions
- Available to work 7.5 hours per day and/or 37.5 hours per week or more as necessary to meet objectives
- Ability to travel for meetings, donor presentations and other miscellaneous work assignments within or outside the Greater Dallas Area. Reliable transportation is a must.

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. CIS Dallas may change the specific job duties with or without prior notice based on the needs of the organization

Communities In Schools of the Dallas Region is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, gender, gender identity, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training.