

Director of Development and Strategic Partnerships (Development Director)



Position Summary

The Development Director reports to the Executive Director and works in close collaboration with the other department leaders. This position is primarily responsible for identification and qualification of prospects, presentations to community groups and prospects, fundraising including campaigns, stewardship, and assisting in securing service based contracts. This position serves as a senior leadership team member and an active participant in making strategic decisions affecting **FIRST in Texas**.

This position requires a good understanding of managing a department effectively and ensuring all those within their span of control remain informed and engaged in the mission of growing the organization and increasing our impact. Experience in interfacing with different private and public community partners is required.

The Development Director will:

- design and execute on a comprehensive fundraising development strategy for FIRST in Texas to include mission / programmatic / event support.
- Will expand and diversify **FIRST in Texas'** donor/sponsor base/pipeline and work closely with other departments to secure funding for new and ongoing initiatives.
- Work closely with the **FIRST in Texas** Board of Directors and support board members as they take on fundraising activities including providing a scaled down prospect list.
- Work closely with other **FIRST in Texas** Directors to support, expand, and meet the most critical needs of the organization to ensure sustainability and growth.
- Maintain relationships with **FIRST** HQ Development staff to ensure collaborative fundraising, timely reporting and transference of funding as appropriate and provide accurate reports to the Finance department on funding restrictions / use, if any.
- Support the mission and strategic goals of **FIRST in Texas** and follow the **FIRST** Code of Conduct.

Primary Duties

The following responsibilities are required but may not include all required duties of the employer for the employee. This is a guide to generally outline the responsibilities and expectations and may be modified as deemed appropriate by **FIRST in Texas**.

- Sustaining and expanding funds for program support, general sponsorships, in-kind donations, and other donations from employers and individuals.
- Work closely with the Education and Outreach department to assist in developing sponsorship funding and to market their service based contracts.
- Research, develop and conduct presentations customized to meet the needs and interests of sponsors that maximize potential for their engagement with **FIRST in Texas**.
- Develop and evaluate existing engagement plans of current sponsors with a focus on increasing their level of giving and re-engagement pathways for former sponsors.
- Collaborate with all department leaders in identifying specific funding needs, program funding needs, communicate receipts of funds and general ledger accounting for use of funds, collection of data in specific markets needed for presentations, grants, and collateral materials, and sponsor recognition at events.

Development Director



- Oversee sponsor engagement and fulfillment by sending acknowledgment letters to sponsors and working closely with other departments to ensure FIRST in Texas fulfills financial sponsorship responsibilities based upon agreement.
- Manage our existing relationships with state and federal agencies.
- Maintain all leads, contacts, accounts, reports, GAUs, payments, and related activities, such as emails, calls, results of meetings and other related content, in Salesforce to enable effective collaboration across **FIRST in Texas**.
- Conduct business intelligence on existing sponsors, prospects, and industries to understand the successes and challenges each business is facing and use the information for business attraction and retention.
- Meet with business, community groups, elected officials, and economic development organizations for brand awareness and to develop support for our organization in consultation with the Communications Department.
- Work with sponsors to recruit event volunteers and mentors and to help promote the mentor matching program.
- Seek speakers from sponsors and elected officials for events as requested by the Operations Department.
- Develop and negotiate sponsor curated virtual events and custom activations that are aligned with the mission of **FIRST in Texas** and that are supported by other departments.
- Updating GuideStar profile to maintain our Platinum Seal of Transparency.
- Input and the timely recording / classification of expenses for the Development department.
- Write Development and General policies and procedures and implement them upon approval of the Executive Director.
- Research, construct and submit grant applications after being approved by the Executive Director and department heads that must support the application.
- Supervise the day to day work of the Grant Writer including reviewing grant opportunities, establishing priorities of grants, dollar amounts, and use of funding; in alignment to guidance provided by other department directors and the Executive Director.
- Review and approve all materials generated by members of the Development department.
- Collaborate with department directors on the development of VIP events, luncheons, dine and learn and other special events specific to the Development department.
- Collaboration with the Grant Writer and Director of Finance to ensure we meet all requirements of sponsors needed for the establishment of their account with us, payment processes, and any other needed administrative records.
- Coordination with the Grant Writer to obtain key contacts, board member names, and their prior giving history for Foundations and prospects.
- Other related duties as requested.

Abilities Required

- **Development/Fundraising:** Proven success in development for a large nonprofit. Experience running capital campaigns and success fundraising from multiple donor channels. Proficient in computer skills and familiar with CRMs.
- **Project Management:** Experience in planning, leading, and managing projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors

Development Director



- **Entrepreneurial Spirit:** Takes initiative, actively seeks to deepen current community relationships and to forge new ones. Ability to work both independently without close oversight, but also a team player who will proactively engage with others at varying levels of seniority within and outside **FIRST in Texas**.
- **Leadership and Supervision:** Flexible and adaptable style; a leader who can positively impact both strategic and tactical initiatives. Passion for STEM activities and youth development.
- **Communications:** Excellent verbal and written communication, in addition to strength in analytical, organizational, interpersonal, and problem-solving skills. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences. Ability to set up and use technology for presentations.
- **Collaboration:** Effective at working with others to reach common goals and objectives while being free of any perceived conflict of interest.
- **Relationship Building:** Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally.
- **Financial and Legal:** Remain fiscally responsible and ability to review and comprehend standard legal documents.
- **Travel:** Must be able to travel as required to complete tasks, including seasonal weekend availability.

Education and Experience Requirements

Bachelor's degree in business, public administration, education, engineering, or a related field required. Minimum of two years of high-profile nonprofit / educational fundraising experience required. Having **FIRST** experience not required but preferred.

Computer Skills

To perform this job successfully, an individual should have knowledge of:

- Salesforce or other CRM systems
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Onedrive, Teams)

Classification

Full-time Employee - Exempt

Benefits

Medical, Vision, and Dental insurance provided. Reimbursable mileage for travel exceeding 50 miles round trip. Lodging provided, when necessary, for overnight stays. This position will receive a \$200.00 per-month office allowance for home office expenses. Other expenses are negotiable and may be reimbursed with prior approval.

Disclaimers

FIRST in Texas leadership reserves the right to assign or reassign duties and responsibilities to this position at any time and this description reflects management's assignment of essential functions. This job description is subject to change at any time.

Development Director



FIRST in Texas is dedicated to the goal of building a culturally diverse team who are committed to working in a multicultural environment and strongly encourages applications from women and minorities.