

## Director of Development

### El Buen Samaritano Episcopal Mission – Austin, TX

Come join a group of people who love what they do! El Buen Samaritano Episcopal Mission, an outreach ministry of the Episcopal Diocese of Texas, has served the community for over 25 years, offering an array of programs and services to help Latino and other families in Central Texas lead healthy, productive and secure lives.

El Buen provides whole health for the whole family through a wide variety of medical, mental health, and wellness services; offers education programs that seek to strengthen families by providing learning opportunities for adults and children of all ages; and partners with other community agencies to bring economic stability programming to Central Texas families.

In 2012, El Buen served more than 12,000 individuals. Our Wallace Mallory Clinic alone saw 6,508 patients, referred 299 patients to our Integrated Behavioral Health program and 445 to our Nutrition Counseling Program. A total of 1,387 individuals went through our Adult Education Program. And, our Food Pantry left its mark with over 5,000 visits. Over 700 volunteers assist the 80 member staff in providing programming that has proveable and profound outcomes within the community.

We are seeking a dynamic **Director of Development** to lead efforts to research, identify, cultivate, and steward relationships leading to investment in the organization's mission. Reporting to the Executive Director, the Director of Development will work collaboratively with the Senior Leadership team, the Board of Directors and other staff members to raise El Buen's visibility in the community and to expand our fundraising capacity.

The ideal candidate has a proven record of creating and directing powerful fundraising and communication strategies that increase support from individuals, corporations, foundations, and other sources in the local community. S/he has strong knowledge of the local fundraising environment and an established network of local resources. S/he possesses excellent interpersonal, written and verbal communication skills and a passion for developing lasting relationships and strengthening communities.

The Director will oversee all activities related to fundraising, including the annual fund and donor giving programs, special events, major gifts, planned giving, grant submissions, and any future capital campaigns. Duties will include the following:

- Plans, administers and implements all annual and long-range fundraising activities in collaboration with Senior Leadership Team.
- Cultivates and directly solicits key donors, working with the Executive Director, Board and other key staff and volunteers, as appropriate.
- Develops and maintains close working relationships with the philanthropic community, individual and corporate donors, sponsors, and Board members.
- Manages the Development department in a fiscally sound manner by ensuring that the appropriate systems, staffing and procedures are in place to support fundraising goals.
- Demonstrates leadership in the development and supervision of departmental staff.
- Manages the donor database for tracking and reporting; provides detailed reports about the fundraising progress to the Executive Director and the Development Committee.
- Prepares and/or oversees grant applications and grant reporting.
- Prepares and/or oversees all direct mail letters, case statements, brochures, and sponsorship proposals required to support fundraising efforts.

- Participates in the creation and execution of a media plan to promote public awareness of the organization.
- Attends social, civic and other functions to promote public awareness of the organization.
- Maintains a proactive, creative leadership role in the research, identification, cultivation, and solicitation of individual, corporate and foundation contributions.
- Serves as a visible spokesperson and advocate for El Buen's mission and programs in the funding community.
- Ensures that all donors are appropriately thanked and receive regular communication by making donor stewardship a priority.

Qualifications include:

- Bachelor's Degree in Marketing, Business Administration, Journalism, or other related field; Master's Degree preferred; and
- At least five (5) years of progressively responsible experience in the Development field, or
- An equivalent combination of education and experience sufficient to perform the essential functions of the job.
- CFRE credential preferred.
- Demonstrated success in fundraising, including managing, expanding and cultivating donor relationships to increase financial support of an organization with an annual operating budget of at least \$5-10 million.
- Strong knowledge of the local community.
- Demonstrated experience with public speaking and writing skills including media, newsletters and donor communications.
- Knowledge of fundraising, volunteers, grants and social media.
- Prior experience managing a budget at departmental level.
- Proficiency in Microsoft Office suite including Word, Excel, Outlook, and PowerPoint and experience with fundraising databases such as Raiser's Edge.
- Resourceful, with an ability to work effectively with diverse populations and in a fast-paced environment.
- Strong people leadership, management, interpersonal, and organization skills.

El Buen offers a competitive annual salary, commensurate with experience. We also provide an excellent benefits package, including company-paid medical, dental, life, accident, and disability insurance. El Buen makes a base contribution as well as matching contributions to a retirement plan. We recognize 13 paid holidays each year and provide generous paid vacation and sick leave.

Applicants must be legally authorized to work in the United States without restriction.

To apply, please submit your resume, a cover letter with salary requirements and at least 3 references via email to [hr@elbuen.org](mailto:hr@elbuen.org).

*We are proud to be an equal opportunity employer of community leaders who love what they do!*