



Area Director

Job Title: Area Director

Location: Houston, TX

Reports to: State Director

Salary: \$70,000 - \$75,000 commensurate with experience and qualifications

Position Overview: The Area Director is responsible for developing an annual area plan and implementing the plan through overseeing daily fundraising operations in local office(s), securing funding for programs and special projects, managing local Advisory Board(s) and associated committees.

Job Qualifications

- Concrete experience in fundraising, including a record of success in expanding a donor base through cultivation and stewardship, grant writing, event planning/implementation, and/or board management
- Strong talent-building and team-building skills
- Excellent written and verbal communication skills
- Experience engaging with people from a variety of backgrounds, including people with intellectual and developmental disabilities (IDD)
- Proficiency with Microsoft Office
- Strong project management skills
- Proficiency in reading financial documents and budgeting
- Must travel locally, use personal cell phone (reimbursable), and work evenings and weekends as necessary to accomplish job responsibilities
- Bachelor's degree or at least 2 years relevant experience
- Access to an automobile with applicable insurance
- Some travel required to National Conferences

Job Duties include, but are not limited to:

Fund Development

- Secure funding for programs and special projects for Houston area (approx. \$1M budget)
- Collaborate with State Director to develop and implement a comprehensive local strategy for securing sustainable funding and work with local staff, Advisory Boards, and volunteers on its implementation
- Work with grant writer to research and write compelling proposals for funding
- Develop and implement an annual area plan in local office
- Ensure that program participants and staff are appropriately integrated into regional fundraising/awareness efforts
- Increase brand awareness for Best Buddies through community partnerships and marketing

Event Planning

- Schedule, plan, and oversee fundraising events in accordance with the annual fundraising plan
- Recruit and organize key volunteers to manage the detailed planning and execution of individual events
- Solicit sponsorships and/or underwriting of the planned events
- Ensure Best Buddies' mission and culture is consistently maintained in all public events and social media
- Communicate event plans and progress within the organization itself, including the leadership team, staff, and key volunteers as needed
- Conduct post-event follow up with donors, prospects, and volunteers
- Evaluate the effectiveness of all events and provide input and direction on future planning



Area Director

Operations

- Recruit and manage local Advisory Board and associated committees
- Work closely with program staff to ensure seamless integration of related fundraising activities
- Assume overall operational management responsibility for all regional fundraising activities
- Oversee timely and accurate processing of all revenue and invoices, and maintain accurate records of all donations and donor information
- Collaborate with State Director to develop, monitor, and balance the regional budget
- Plan and execute meetings with Board and leadership to share progress updates

Please send cover letter and resume to ThomasMoore@bestbuddies.org or visit <https://www.bestbuddies.org/about-us/career-opportunities/>.