



# Development Director

## JOB DESCRIPTION

Department: Development  
FSLA Status: Exempt

Job Status: Full-time  
Reports to: Executive Director

### Work Schedule:

8:30 a.m. – 5:30 p.m. Some evening and weekend hours required for special events or to meet fundraising objectives. (As an exempt employee, one can reasonably expect to work more than the core hours stated.)

## MISSION STATEMENT

To enhance the lives of those who have experienced the death of a loved one.

## POSITION SUMMARY

In collaboration with the Executive Director, the Development Director is responsible for coordination and implementation of all Bo's Place fundraising efforts and for obtaining the necessary resources to operate Bo's Place including funds, in-kind goods and services and other gifts. The Development Director is responsible for establishing and implementing an effective and comprehensive development plan, driven by the mission, vision, goals and objectives of Bo's Place as adopted by the Board of Directors.

## RESPONSIBILITIES

### Strategic Leadership

- Assist in the strategic planning of annual and long-term goals with the Leadership Team and Board of Directors.
- Manage relationships and monitor contract renewals with external service providers.
- Develop and implement strategies to identify new prospect opportunities as well as enhance current giving.

### Grants

- Build relationships with current foundations, organizations, and corporations and identify new relationship opportunities.
- Provide grant plan updates monthly.
- Manage grant calendar and timely submission of requests and reports.
- Review grant applications and reports before submitting to Executive Director for final review/signature.
- Ensure yearly updates to Guidestar, Charity Navigator, DonorHouston, etc. profiles



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# Development Director

## Gift Entry and Acknowledgment

- Manage donor database system including developing a system to properly track communications with donors, profile updates, gift and pledge entry process.
- Research new information to ensure the confidentiality and privacy of donors.
- Track donor recognition activity.
- Ensure timely acknowledgement of gifts.
- Maintain up-to-date development files on foundations, corporations, organizations, and individuals (notebooks or paperless filing system) with appropriate event materials and correspondence.

## Marketing/Communications

- Engage program staff to provide stories that capture the impact Bo's Place programs have on bereaved children and families to share the impact to key donors.
- Develop annual PR/marketing plan.
- Develop marketing and communications materials that include annual report, videos, newsletters, direct mail solicitations, press releases, web presence and promotional materials with the Communications Director.

## Special Events

- Serve as lead staff for the development, promotion and execution of all special and third-party events including but not limited to: Hearts of Hope Luncheon, Houston Marathon, and Hats, Hearts, & Horseshoes: A Kentucky Derby Affair.
- Work with event committee to implement the vision.
- Write and prepare all proposals, underwriting letters, event communications.
- Manage live and silent auctions, raffles, and games at events including the solicitation, acknowledgement of, and marketing of event add-ons.
- Supervise or coordinate with Special Events Manager supervision of event vendors day of the event.
- Coordinate with Volunteer and Outreach coordinator to support events as needed.

## General Fundraising

- Represent Bo's Place at appropriate community events.
- Responsible for donor and public relations site visits and meetings.

## Administrative Responsibilities

- Supervise the Grants and Program Evaluation Manager, Special Events Manager, and Development Assistant.
- Manage weekly development team staff meetings and participate in weekly Leadership Team meetings and monthly organization wide staff meetings.



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- Staff liaison for monthly Development Committee meetings.
- Attend and staff fundraising outreach events, community events, special events, as needed.
- Prepare manage, and report on budgets vs outcomes for committees and board.
- Prepare department cash flow projections.
- Oversee timely collection of pledges and recommend write-offs pursuant to board write-off policy.
- Perform other duties as requested.

## POSITION QUALIFICATIONS

### Competencies

- Responsible – Ability to be held accountable or answerable for one's conduct.
- Reliability – The trait of being dependable and trustworthy.
- Organized – Possessing the trait of being organized or following a systematic method of performing a task.
- Honesty/Integrity – Ability to be truthful and seen as credible in the workplace.
- Ethical – Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Detail Oriented – Ability to pay attention to the minute details of an event, a project or task.
- Business Acumen – Ability to grasp and understand business concepts and issues.
- Accuracy – Ability to perform work accurately and thoroughly.
- Accountability – Ability to accept responsibility and account for his/her actions.
- Team Builder – Ability to convince a group of people to work toward a goal.

## SKILLS & ABILITIES

### Education

Bachelor's degree (four-year college): Preferred Field of Study: Marketing, Communications, Non-Profit Administration or Business Administration.

### Experience

7+ years of full-time professional and progressive experience in non-profit fundraising, special events planning and execution, grant writing and reporting, and development and execution of various campaign types. Familiarity with various marketing strategies preferred.

### Computer skills

Proficiency with Microsoft Office Suite, specifically Microsoft Excel and Word. Donor database software, DonorPerfect preferred or willingness to learn.

### Certifications & Licenses

Certified Fundraising Executive certification recommended but not required.



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## GENERAL INFORMATION

The Development Director must maintain a professional appearance and be able to work well with the members of the Board of Directors, volunteers, other staff, and the community.

## SALARY RANGE

\$80,000-\$85,000 annually

PLEASE EMAIL RESUME TO: [info@bosplace.org](mailto:info@bosplace.org)



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