

BEST BUDDIES®



Organization: Best Buddies International

Job Title: Area Director (Houston, TX)

Full Time

Reports to: State Director

Direct Reports: None

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

Position Overview: The Area Director is responsible for

- Developing an annual area plan, implementing the plan through day-to-day collaborative operations in local office(s)
- Securing funding for programs and special projects
- Managing and producing two key Special Events
- Managing local Advisory Board(s) and associated committees
- Creating brand awareness for Best Buddies

Job Qualifications – Qualified applicants must have:

- 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 persuasive writing and presentation skills with the ability to exert influence, inspire others, and articulate the mission, goals, and activities of Best Buddies with passion and enthusiasm
- Proficiency with Microsoft Office, and familiarity/comfort with database management systems (i.e., Raisers Edge and Salesforce)
- Must be comfortable engaging with people with intellectual and developmental disabilities (IDD)
- Must travel, use personal cell phone, and work evenings and weekends as necessary in order to accomplish job responsibilities
- Ensures that program participants and staff are appropriately integrated into regional fundraising/awareness efforts and collaborates with Program staff to ensure that grant goals are realistic and in the best interest of local programmatic efforts

- Attends local chapter events and activities as needed
- Attends National conferences including Staff Leadership Conference (January/Miami), Leadership Summit (June – Chicago), Best Buddies Leadership Conference (July/Indiana University), and additional national trainings such as Champion of the Year University and Friendship Walk University, usually combined as an additional day with another conference.

Fund Development

- Collaborates with State Director to develop and implement comprehensive local strategy for securing sustainable funding and works with local staff, Advisory Boards, and volunteers on its implementation
- Assumes overall operational management responsibility for all regional fundraising activities, including, but not limited to, foundation and corporate giving, individual giving, major gifts, special events, annual giving, and alumni/parent relations
- Develops and implements major fundraising events to meet revenue goals—must utilize local event committees and follow BBI event committee benchmarks/structure
- Research grant opportunities and steward officers
- Develops a comprehensive regional public awareness strategy, and works with state staff on its implementation
- Creates a strong presence for Best Buddies in the local area through public speaking, community involvement, public service announcements, social media, special events, news releases, and other media initiatives
- Collaborates with State Director to develop, monitor and balance the regional budget, including reviewing monthly financial statements, tracking all expenses and revenue, and adjusting spending/fundraising plans as needed
- Oversees timely and accurate processing of all revenue and invoices, and maintains accurate records of all donations and donor information

Perks and Benefits

- Generous vacation, holiday, PTO and staff appreciation days
- Cellphone Reimbursement
- Paid Family and Medical Leave
- 401K
- Health, Dental, Vision, Medical and Dependent Care FSA
- Memberships including Class Pass, Headspace and Better Help
- Pet benefits

Best Buddies® is an affirmative action employer, in addition to an EOE and M/F/V/PWD/PV employer. Diversity, equity, and inclusion are foundational to Best Buddies International's core values and help the organization continue to achieve its mission. Here at Best Buddies, our goal is to lead and advocate for a more inclusive world.

Please apply via Best Buddies Career Opportunities:
<https://www.bestbuddies.org/about-us/career-opportunities/>