



EVERY TEXAN

Formerly Center for Public Policy Priorities

Position Announcement Development Director

May 2022

Organizational information:

At Every Texan, we envision a Texas where people of all backgrounds can contribute to and share in the prosperity of our state. Unfortunately, not all Texans can access the conditions they need to thrive. We believe one of the most effective ways to advance social justice is to strengthen public policy. We are deeply committed to policy solutions that advance racial, ethnic, and gender equity, expanding opportunity for every Texan. You can learn more about our work at www.everytexan.org.

Every Texan is an equal opportunity employer committed to inclusive hiring and diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply. Every Texan is, proudly, a unionized workplace.

Position summary:

The Development Director drives Every Texan's fundraising goals and activities by developing and executing a fundraising strategy to expand general support and project-based contributions from major donors, other individual donors, foundations, corporate sponsors, and fundraising events. This position will work across the organization to ensure that fundraising goals are met while growing new and existing community relationships. The position reports to Every Texan's Chief Executive Officer and supervises the Grants Manager and Writer. The position also works closely with the Board of Directors, Communications Director, and Director of Finance and Administration. This is a unique opportunity for a strategy- and implementation-driven individual to work at the intersection of people, policy, and equity at a critical time for Texas and our nation.

Roles and Responsibilities

- Works closely with the CEO and Development Team to develop and execute Every Texan's comprehensive fundraising strategy, which includes contributions from major donors, foundations, corporate sponsors, special events, and fee-for-service clients.
- Serves as the leader of Every Texan's Development strategic and administrative functions, including:
 - Supports grant application development and reporting.
 - Researches and assesses the potential of new major donors, foundations, fee-for-service, and major donor prospects.
 - Prepares for funder, donor, and prospect solicitation opportunities, schedules meetings, and prepares briefing materials in advance of meetings with donors and prospects.
 - Creates and helps the CEO and other senior staff execute a comprehensive cultivation, solicitation, and stewardship strategy.
 - Works with the CEO and the Board Development Committee to actively engage Board Members in development efforts.

- Plans, manages, and provides logistics support for fundraising events and donor functions, including our annual Legacy Award with 250 attendees. Includes development of written materials for fundraising and public fundraising events.
- Works with the CEO, External Relations Team, and Development staff to develop and execute fundraising and donor engagement strategies in connection with other external relations opportunities.
- Maintains donor records, and enters and processes all gifts in the Salsa fundraising database.
- Tracks progress on major donor fundraising goals and prepares analytic reports for leadership and Board consumption and feedback.
- Supervises Grants Manager and any additional Development staff including interns. Develops job descriptions, assists in hiring, manages workflows, conducts regular supervision, and evaluates performance. Holds regular team meetings to create a collaborative culture and achieve team and organizational goals. Builds opportunities for team professional development and supportive problem-solving. Monitors capacity and redistributes project duties as needed. In the case of fellowships and internships, collaborates with originating institutions to support and manage staff.
- Maintains a “generalist” knowledge of Every Texan’s policy portfolios and core advocacy goals and activities.
- Works with the Finance Team to ensure effective integration and reconciliation of financial and donor information.
- Engages actively in the organizational life of Every Texan.
- Performs other duties as assigned.

Required Qualifications:

- Education and work experience:
 - Bachelor’s degree and at least 8 years of relevant professional non-profit fundraising and management experience.
- A track record of effective foundation and major donor fundraising for nonprofits, preferably in Texas.
- Experience handling logistics and planning for large events.
- Comfort with technology and its increasing role in development and donor communication, including using social media, email marketing, and development software for donor tracking.
- Experience developing and analyzing financial reports, including budgets, revenue projections, and revenue tracking.
- Strong writing, editing, and speaking skills.
- Strong interpersonal skills, patience, and the ability to communicate with funders, donors, and influencers.
- Strong organizational skills, attention to detail, ability to prioritize and manage multiple tasks, and ability to complete projects under time constraints.
- A demonstrated ability to be self-motivated and adaptable, and to work independently.
- The ability to manage and work collaboratively and effectively with others in a team environment.
- Experience in personnel and/or project management.

Bonus Qualifications:

- Familiarity with Every Texan’s issue areas of health and food justice, economic opportunity, and fiscal policy.
- Experience using Salsa, CRM, DonorPerfect, Canva, and MS Office.

Status:

- Full-time
- Permanent
- FLSA Exempt
- This is a supervisory, non-bargaining unit position

This position is Texas-based. Every Texan offers a flexible work schedule where employees can request remote work with approval from their supervisor when physical presence is not required. This position requires occasional travel.

Compensation: The starting salary range for this position is \$95,000-\$103,000 annually, with a target start date of mid- to late-June 2022. Every Texan offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement contributions, FSA, generous vacation, paid parental and health leave, and holidays.

To apply: Please email (subject line: Development Director) a cover letter, writing sample, resume, and two references to apply@everytexan.org by **May 31, 2022**. The cover letter should describe your interest in the position and include an explanation of your connection to our mission, how your experience meets the minimum qualifications and how you are prepared for the responsibilities outlined in the job description. For the writing sample, please include a 1-3 page development-related document. Please e-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Thank you!

Every Texan is an Equal Opportunity Employer