



Job Title: Development Officer
Department: Administration
Reports To: Executive Director
Status: Non-Exempt; Full-time with flexible work schedule and limited remote opportunities
Location: Fort Bend County, Richmond, TX

Purpose of the Development Officer:

The Development Officer is responsible for planning, organizing and directing Parks Youth Ranch's fundraising initiatives – including corporate development, major gifts, annual fund, grants and special events. This position spearheads fund development efforts for Parks Youth Ranch to ensure that organizational mission, goals, and objectives for our abused and neglected youth are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications.

Duties of the Development Officer:

- Develop and execute PYR's Fund Development Plan.
- Secure financial support from individuals, foundations and corporations;
- Manage the implementation of Blackbaud's eTapestry Donor Database and oversee volunteers and/or staff responsible for data entry and gift processing;
- Coordinate and assist the Executive Director and Board in development and relationships with major supporters.
- Create and execute a strategy for a large sustained base of annual individual donors;
- Oversee organization of special events, Another Night Out, Go Fish & Cowboy Up;
- Research, prepare and write all grant proposals;
- Develop and track proposals and reports for all foundation and corporate fundraising;
- Prepare monthly reports and records on development activities, progress, status to Executive Director;
- Oversee and develop appropriate promotional and marketing materials to include printed materials, digital media marketing including website and social media;
- Develop, compile and write communications and promotional literature for distribution such as newsletters, brochures or flyers; coordinates process from development through printing and distribution;
- Create a fund development plan that will include marketing, promotional and community engagement plans;
- Manage individual volunteers including the mentor program;
- Coordinate volunteer groups as well as manage advisory board;

- Interact and maintain liaison with residents, staff and outside/community agencies through the facilitation of community outreach activities;

Knowledge, Skills and Abilities:

- Passion for the mission of Parks Youth Ranch
- Knowledge of issues pertaining to area of nonprofit leadership
- Strong grant writing and communications skills
- Demonstrate an understanding of successful volunteer management
- Knowledge of budgeting and accounting principles
- Knowledge of organizational practices
- Skill in organizing work of self and others
- Ability to interface and engage diverse volunteer and donor groups
- Public speaking skills, strong writing skills and computer proficiency is a must

Minimum Qualifications:

- Bachelor's degree required, Master's degree preferred;
- 5 years non-profit development experience preferred;
- Demonstrated excellence in organizational, managerial, and communication skills;
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector;
- Experience with Blackbaud's eTapestry donor database system highly desirable;

Language Skills:

- Ability to write business correspondence. Ability to respond to common inquiries or complaints from donors, foundations, regulatory agencies, or members of the business community.
- Ability to effectively present information and respond to questions from the public.

Other Requirements:

- Valid Texas driver's license, appropriate insurance and reliable car.
- Must submit to and pass a pre-employment drug test.
- Must submit to pass random drug tests during employment.
- Must provide proof of negative tuberculous skin test.
- Must successfully pass all background screening as required by the state.

Who we are:

Parks Youth Ranch is a 501c3, emergency shelter for youth ages 7 – 17, located in Fort Bend County. Our mission is to provide emergency shelter, counseling and life changing services to the youth in our shelter. Parks Youth Ranch provides services to youth who have been abused or neglected by their families and are in need of a safe, supportive and stable home. We provide a Home for Today and Hope for Tomorrow.

How to apply:

If you are interested in joining the Parks Youth Ranch team, please email your resume and cover letter to Shannan Stavinoha, sstavinoha@parksyouthranch.org.

Your cover letter should include notable fundraising efforts and achievements, any industry specific training or certifications and your experience with youth.

In the subject line of your email, please include your name and the job title for this position ("Your name – Development Officer").