

**JOB DESCRIPTION:  
Development Professional**



**Job Summary:**

The Donor Development Specialist supports the Chief Development Officer and the development team in facilitating, building, maintaining, and developing donor relations in all of the geographic areas served by Pathways. The primary purpose of the position is to nurture existing mid-level donors and improve donor relations.

**Responsibilities:**

- Build and maintain portfolio of mid-level donors targeting gifts between \$1000 and \$4999, annually.
- Create and execute donor acquisition plans targeting donors who can gift between \$1000 and \$4999 annually.
- Execute two personalized outreach events with all mid-level donors annually, not related to an ongoing or exiting solicitation.
- With the support of the CDO, facilitate the process of upgrading at least 10% of mid-level donors to major donor level.
- Plan, develop, and implement a mid-level donor strategic plan to engage volunteers, alumni, foster families friends, faculty, staff, and fundraising opportunities.
- Develop and execute a mid-level donor engagement and move's management plan.
- Retain 75% of mid-level donors annually.
- Engage in frequent donor communications and outreach.
- Create and steward positive relationships with donors by informing them of Pathways' activities and events and how their gifts impact our efforts and the child welfare community.
- Track and report relationship management activity, including identification, qualification, cultivation, solicitation, and stewardship of prospective and current donors in Salsa CRM.

**Supervisor:** Chief Development Officer  
**Supervises:** N/A  
**Work Hours:** Flexible  
**Classification:** Exempt  
**Salary:** \$45,000-\$50,000

**Education Required:** Bachelor's degree in Public Relations, Communications, or relevant field.

**Work Experience Required:** Minimum of three years of communications, public relations, or development. Experience working in a non-profit or social services area preferred.

**Knowledge, Skills, & Abilities**

- Demonstrated organizational skills to prioritize and manage multiple projects and complete tasks with a high degree of accuracy and timeliness.
- Strong interpersonal communication skills to establish and maintain cooperative working relationships and interact diplomatically and effectively with donors, volunteers, staff, and the executive team.
- Proven experience in development, communications and marketing.
- Experience in web design and content production is a plus.
- Experience and knowledge in copywriting, proofreading, and editing.
- Excellent communication, interpersonal, and presentation skills.
- Excellent communication (oral and written) skills.
- Outstanding organizational, time management, and planning abilities.
- Proficient command of the English language.

### **Additional Requirements**

- Proof of valid Texas Driver's License (Type C).
- Access to reliable transportation.
- Copy of official state driving record.
- Three (3) employment references.
- Cleared criminal background check and signed statement regarding felony indictments/convictions.
- Cleared TB test results (current within 12 months before employment).
- Cleared drug screen.

### **Physical and Mental Demands**

With or without reasonable accommodation, this job's physical and mental requirements may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include frequent lifting and or moving up to 25 pounds.

### **DISCLOSURE STATEMENT**

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements inherent in the position.

Pathways does not discriminate on the basis of race, color, age, national origin, religion, creed, disability, marital status, gender, gender identity and/or expression, sexual orientation, genetic information, status regarding public assistance, military status or any other characteristic protected by federal, state or local law in any of its activities or operations. Pathways is committed to a diverse and inclusive working environment and to providing an environment free of abuse, neglect, harassment or exploitation for employees and for children, youth and families we serve.

**I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE REQUIREMENTS OF THE JOB.**

**Non-discrimination**

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**Printed Name**

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**Signature**

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**Date**

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**Supervisor Signature**

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**Date**

For more information, or to submit your resume for consideration, please contact Aaron Javener at 210-944-1308 or via email at [ajavener@pathway.org](mailto:ajavener@pathway.org)