

Job Title:	Director of Development
FLSA Status:	Exempt
Department:	Administration
Reports To:	Chief Advancement Officer (CAO)
Typical Workdays:	Monday – Friday; some evenings and weekends
Typical Work Hours:	8:00 a.m. to 5:00 p.m.
Salary Range:	\$75,000 to \$105,000



POSITION DESCRIPTION

To apply please visit: <https://serjobs.org/about-us/our-careers/>

Education:	Bachelor of Arts in a related field. Master's degree preferred.
Related Experience:	Three (3) to five (5) years of experience in Advancement, Development, or Fundraising. Non-profit or educational experience preferred.
Training:	N/A
Licenses & Certifications:	N/A

Reasonable accommodations will be made to ensure that the essential job functions can be performed and not hinder the employee's performance due to physical, mental, or emotional impairment, and does not cause undue hardship for the Company.

WHO WE ARE

SER-Jobs is a nonprofit community organization that educates and equips people in the Texas Gulf Coast Region who come from low-income backgrounds or who have significant barriers to employment. We believe the power and purpose of work can transform lives and communities. SER is the Spanish verb, "to be," so that is exactly what we impart on the people we serve - that they can be whatever they want "to be."

Brighter Futures

We empower our clients "to be" the best they can, and "to be" in the career path that fits their talents and interests.

Better Opportunities

SER engages employers in strong-growth industries "to be" an opportunity of a lifetime to someone who needs a second chance (or maybe even a first).

Bigger Network

We aim "to be" in strong partnerships with complementary organizations throughout the communities we serve.

VISION

To be the premier workforce opportunity provider in the Texas Gulf Coast Region.

MISSION STATEMENT

To help individuals from low-income communities transform their lives through education, training employment, and financial empowerment services.

VALUES

Accountability

Innovation

Respect

Excellence

Equality

POSITION SUMMARY

Due to recent growth and expansion, this newly created position is now available! The Director of Development reports to and works closely with the Chief Advancement Officer for the strategic development and implementation of a comprehensive, sustainable, and innovative philanthropic development program. This includes a fundraising plan for the management of current donors and prospects. This role is responsible for a portfolio of individual donors and prospects, corporations, foundations and government funding entities that meet or exceed specified, strategic fundraising goals. The Director of Development is the responsible for planning and implementing a successful, strategic planning, implementation and supervision of all fundraising, cultivation and stewardship activities associated with SERJobs and will lead a Development team charged with raising funds to meet the organizational annual budgetary needs, including an annual appeal. This position will also work with the CEO and CAO on planning and overseeing the implementation of stewardship and fundraising events tailored to local target populations and in support of SERJobs initiatives.

ESSENTIAL FUNCTIONS

- Work with CEO and CAO on developing a comprehensive Resource Development plan to include all fundraising and development activities.
- Strategically plan to meet the fundraising needs of the organization through:
 - Individual Donors
 - Corporate Donors
 - Private/Family Foundations
 - Public/Government Sector
 - Events (e.g. breakfast, lunch, gala, auction, etc.)
- Attend all major stewardship events and receptions as relevant to active and prospect portfolios.
- Develop, oversee, and implement all grant writing activities for the organization.
- Engage Board members and other volunteers in development activities for which the department is responsible.
- Establish and maintain effective working relationships with clients, donors, foundations, corporations, government officials, and media representatives and use these relationships to develop new funding opportunities.
- Manage a small team and provide direction and input on implementation of goals.
- Work collaboratively with SERJobs Strategic Partnership department.
- Maintain a rigorous schedule of corporate and foundation contacts that support achieving or exceeding SERJobs' annual fundraising targets and goals.
- Develop and maintain detailed cultivation and solicitation strategies that are designed to achieve fundraising goal.
- Create proposals and giving agreements that align with SERJobs' mission and the passions of the donors.
- Collaborate with all other SERJobs departments to address needs and objectives that impact service delivery.
- Identify events that increase organizational awareness, build a network of supporters and contributors while achieving fundraising goals for the organization.
- Coordinate tours of the Workforce Opportunity and Training Center(s) to showcase programs and services.
- Research donor and prospect backgrounds using donor research software and web support.
- Maintain contact with and write / develop grant proposals for foundations and corporations.
- Create, utilize, and maintain accurate records using the donor database to track all donor related information and activity, providing activity reports to the CAO and CEO on a regular basis.
- Explore other avenues for fundraising, such as planned giving and an annual appeal.

ESSENTIAL FUNCTIONS CONTINUED

- Assist other Advancement team members with other essential functions as needed.
- Complete all associated administrative duties such as tracking of activity, creation of meeting plans, and regular communication with the Chief Advancement Officer.
- Other pertinent and appropriate duties as assigned by the Chief Advancement Officer and Chief Executive Officer.
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QUALIFICATIONS

- Bachelor of Arts degree in a related field.
- Three (3) to five (5) years of experience in Advancement, Development, or Fundraising. Non-profit or educational experience preferred.
- Fundraising background with a strong knowledge of grant writing and basic event management.
- Ability to solve problems with creativity and efficiency.
- Excellent planning and organizational skills.
- Excellent written, verbal, and interpersonal communication skills.
- Proficient in the Microsoft Office Suite.
- Exemplary attention to detail and accuracy.
- Ability to maintain confidentiality.
- Ability and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class, and immigrant status.
- Ability to maintain and expand current funding, including cultivation of new funders, including major gift donors.
- Excellent proposal development and grant writing and research experience.
- Ability to represent SERJobs in the community and establish and maintain strong relationships with the funding community, Board members, and other volunteers.
- Must be willing to be flexible in work schedule and work occasional weekends and evenings for special event activities.
- Demonstrated commitment to accountability, outcomes, and results.
- Ability to work as a leader and as part of a team.
- Passion for social justice and the values of SERJobs.

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