

**CASA OF TARRANT COUNTY INC
(The Agency)**

DIRECTOR OF DEVELOPMENT

JOB DESCRIPTION

Educational Qualifications:

1. Minimum of Bachelor's degree.
2. Minimum of three to five year's experience or related experience in fund-raising.

Skills Desired:

1. Strong background and knowledge of non-profit business practices, philanthropic resources and the funding community in Tarrant County, Texas.
2. In depth understanding of fund-raising, asset development and donor relations.
3. Ability to think, plan and lead in a strategic manner.
4. Ability to work effectively with Board, staff, volunteers, Agency committees and community leaders.
5. Excellent oral and written communication skills.
6. Ability to represent organization with diverse clients, donors and volunteers.
7. General administrative, organizational and management skills.

Supervision:

The Director of Development is supervised by the Executive Director of the Agency and works with the Fund Development Committee.

Responsibilities and Duties:

1. **Generally**
Lead the development and marketing efforts of the Agency.

2. Fund-raising

- a. Develop and manage a broad-based and systematic fund development plan to secure sufficient financial resources to fund the Agency's programs, including corporate, individual and foundational contributions, the Annual Fund Campaign, a direct marketing program, special events and a planned giving program.
- b. Create revenue-generating opportunities in the area of corporate and individual donations.
- c. Develop and implement cultivation and solicitation strategies for expanding the Agency's donor base.
- d. Manage and evaluate the performance of existing fundraising activities, special events and foundation grant activities.
- e. Develop and maintain a database to manage donor records.
- f. Develop and implement a donor recognition program.

3. Marketing

- a. Develop and manage a comprehensive marketing plan for the Agency.
- b. Represent the Agency before the professional and general business communities.
- c. Coordinate the Agency's activities with other related service providers in the community such as United Way, service clubs, etc.

4. Other

- a. Comply with the Agency's policies and procedures in the context of the position's Responsibilities and Duties, in accordance with Agency Bylaws.
- b. Establish annual development goals and objectives in conjunction with the Agency's budgeting process through consultation with the Agency's Executive Director, staff and Board of Directors.
- c. Maintain efficient office systems to provide timely reports and records for clients, grantors and the Board.
- d. Participate in Board and Committee meetings, as directed by the Executive Director.
- e. Other duties as reasonably assigned by the Executive Director or the Board.