



Development Director

Position Summary

Reports to the Executive Director and the Board of Directors. This position is responsible for developing, implementing, monitoring and evaluating the agency's fundraising plan which include grants, fundraising events and donor giving.

The Development Director is a full-time position (40 hours, Monday-Friday) with some after work meeting and event attendance requirements.

Please submit resume and samples of grant writing to Jessica Cuevas, jcuevas@moodyclinic.org

Development Responsibilities

- Conceptualize and write compelling proposals for both private and public funders, including complex proposals that require working closely with the executive director and staff.
- Ensure all application materials (narratives and attachments) are of the highest professional quality and all deadlines are met.
- Generate accurate and timely responses for all due diligence requests and/or grant reports during and after the grant agreement.
- Research new prospective foundation donors in order to identify organizations with giving criteria that match Moody Clinic's and the Moody Clinic Endowment Board's mission to acquire additional grant revenue for the organizations.
- Actively cultivate and manage relationships with grant program officers, institutional funders, donors and community partners.

Fundraising & Event Responsibilities

- Collaborate with the executive director, board of directors and staff to help coordinate and execute annual fundraising events throughout the year.
- Develops, leads and executes solicitations to secure fundraising event sponsorships.
- Plan and direct all event-related acknowledgements and stewardship.
- Help direct all event support staff and volunteers
- Work in cooperation with the Communications Specialist position to create and produce event-related materials and promotion.
- Direct and manage all aspects of a comprehensive Annual Giving campaign, including direct mail and online giving solicitations.
- Work in cooperation with the Communications Specialist position to develop and produce materials for the Annual Giving campaign.
- Oversee fundraising database and tracking systems.
- Complete any assignment and project related to fundraising and special events as needed.

Organizational Strategy Responsibilities:

- Provide support to the Executive Director during the day to day management of the operations.
- Work with executive director, board of directors and staff to develop and maintain a strategic perspective -- based on marketplace and constituent needs and satisfaction -- in organizational direction, program and services, decision-making; and ensure the overall health and vitality of Moody Clinic.
- Collaborate with the executive director and board of directors in the planning and management for the health of the organization including strategic planning, budget meetings, etc.
- Help formulate and administer policies to ensure the integrity of the Moody Clinic.
- Act as an internal consultant to bring attention and solutions to priorities of the Moody Clinic.
- Provide administrative support for annual audit.

Experience and Training

5-7 years of experience in communications, journalism, grant writing, non-profit management or related fields.

Training

Bachelor's degree or higher in marketing, journalism, communications or related field from an accredited college or university.

Licenses or Certifications

Travel within the city is required. Possession of an appropriate valid Texas driver's license and insurance.

Working conditions

Office environment, exposure to computer screens, frequent contact with the public.

Compensation Range

\$65,000-\$75,000

Benefits

Medical, dental, life insurance, 401K, ample paid time off including spring break, July, thanksgiving and Christmas.