

Development Director

Advocacy Center for Crime Victims and Children

Position: Development Director

Job Type: Full-Time

Supervisor: Executive Director

Exemption Status: Exempt

Location: Waco, Texas – 100% in person

General Duties: The Development Director will be responsible for carrying out the philanthropic mission of the Advocacy Center for Crime Victims & Children in collaboration with the Executive Director by strategizing, developing and implementing the organization's fund development and community engagement work plan. This Director's department serves as the ambassadors of ACCVC across six Central Texas counties to increase awareness of the agency, recruit and retain volunteers and supporters.

Specific Job Responsibilities:

1. In collaboration with the Executive Director and the Board Fundraising Committee, lead and participate in prospect management and effectively cultivate, solicit, and steward a portfolio of donors and prospects for major gifts to the Advocacy Center.
2. With the Executive Director and Board Fundraising Committee, establish fundraising goals, and implement short- and long-term fundraising strategies for operating support, facilities, major gifts, endowment and special projects.
3. Supervise staff in the Development department, including determining workloads, evaluating staff performance, and ensuring effective training.
4. Participate in annual budgeting process and manage department spending.
5. Generate knowledge of and enthusiasm for the mission of the Advocacy Center in the agency's services area through marketing and public relations efforts.
6. Plan and manage all agency special events including but not limited to the Mardi Gras Ball, Designer Purse Bingo, other fundraising events, supply drives, client special projects, open houses, donor recognition, etc.
7. Research, write, and track nonprogrammatic grants together with the Executive Director.
8. Create and manage annual fund development and community engagement plans.
9. Regularly evaluate the effectiveness of the Development efforts and make adjustments as appropriate.
10. Train Board members and other volunteers to fundraise for the Advocacy Center.
11. Attend networking events on behalf of the Advocacy Center including but not limited to Chamber meetings, local philanthropic club meetings, etc.
12. Prepare for and participate in regular supervision meetings with the Executive Director.

13. As a part of the Advocacy Center's leadership team, participate in activities and goal setting related to furthering the agency's strategic plan.
14. Perform all other duties as assigned to support the mission of the Advocacy Center.

Qualifications

Education:

- Bachelor's degree required, preferred degree focus in public relations, marketing, communications or advertising.

Experience:

- Five or more years in a development/fundraising role
- Management experience strongly preferred
- Knowledge of the McLennan County philanthropic community
- Experience with major gifts fundraising and planned giving
- Extensive knowledge of fundraising techniques and best practices
- High level of written and communication skills
- Demonstrated track record in designing strategy and managing a team of professionals and experience with fundraising databases.
- Must be or become proficient in Greater Giving software

Other Skills and Requirements

- Proficiency in Microsoft Word and Excel required
- Strong interpersonal skills.
- Must demonstrate awareness of and a commitment to culturally competency and sensitivity
- English and Spanish fluency preferred
- Highly organized with proven ability to multi-task.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Personal qualities of integrity, credibility, and dedication to the mission, goals, and values of the Advocacy Center.
- Must have valid Texas Driver's license and proof of liability insurance
- Must successfully complete annual criminal and civil background checks.

Application Instructions

If you would like to apply for this position please email the following items to the Executive Director, Aleigh Ascherl, at aascherl@advocacyctr.org

1. Cover Letter
2. Resume
3. 3 Professional References