



Development Director

Position Summary

The Director of Development's role is to strengthen the long-term sustainability of the SAISD Foundation through the coordination of a comprehensive, donor-centered individual, corporate and foundation giving program. This position reports to the Executive Director.

The Director of Development will work closely with team members across the organization, board members, and volunteers to create a culture of philanthropy at the SAISD Foundation. The qualified candidate in this new position will work collaboratively to identify, solicit, secure and steward contributions that will result in a minimum of \$500,000 in contributions annually. As a 501(c)3 public charity, the organization currently raises \$3M per year with \$6M in assets. A critical component of this position is to create and execute annual and long-term fundraising strategies with an emphasis on individual, corporate, and family/trust foundation giving. This role is a key lever to expand overall annual investments in students and educators.

Essential Functions / Key Responsibilities

Strategy

- Develop a Fiscal Year and Annual Plan to secure funding in areas that are new to the Foundation or that are underrepresented in relation to contributions.
- Work closely with the Development Committee, the board, and staff to implement individual and overall fundraising strategies.
- Work collaboratively with the team to appropriately position development opportunities and integrate donor-centric messaging in publications, reports, and collateral materials.
- Expand individual, corporate, and family foundation giving, reporting quarterly on progress toward the \$500,000 goal.
- Develop and execute a plan to recapture lapsed donors.
- Lead an overall individual donor cultivation and stewardship strategy.

Fundraising

- Work closely with the Executive Director and event committees to achieve specific measurable goals for each fundraising event.
- Lead the SAISD Foundation's fundraising efforts focused in the following areas: giving appeals, crowd-funding campaigns, segmented appeals, individual and corporate giving.
- Research, recommend, and initiate new donor stewardship and cultivation events for the SAISD Foundation.



- Develop and strengthen relationships with the philanthropic community, donors, sponsors, corporations, board members, and volunteers.
- Cultivate, solicit and steward a designated portfolio of individual donors, consulting with the Executive Director, board and staff as appropriate.
- Work collaboratively with the Executive Director, Finance Manager, and Development Committee to develop annual fundraising budget and goals.
- Invite donor prospects to virtual and in-person meetings and maintain an outreach, leads, and prospect conversion log shared with the ED.
- Educate targeted donors on the organization's vision, programs, and impact.
- Lead online giving campaign strategy and execution in coordination with board, staff and volunteers. (Big Give, Champions Fore Charity, etc.).
- Oversee fundraising materials (printed and e-versions) including but not limited to annual report, promotional materials, targeted emails, email marketing campaigns, sections of e-newsletters and event promotion.
- Address donor inquiries, concerns, and requests promptly and professionally and track communication in the donor database (Bloomerang).

Data Management

- Work collaboratively with the Data & Impact Manager to target and solicit donors by interest areas and move donors through giving triangle.
- Ensure timely event tax receipting and acknowledgments.
- Present donor report monthly for staff involvement and follow up as needed.
- Use data to make decisions related to donor readiness and cultivation.
- Ensure systems for regular database updates and records management.
- Manage external profiles on online giving platforms and tracking of income (Benevity, GiveGab, Give Butter, etc.).

Board of Directors and External Relations

- Attend all meetings of the Board of Directors (6).
- Participate in related training by Texas Education Foundation Network (TEFN), National Association of Education Foundations (NAEF), Bloomerang, Association of Fundraising Professionals (APN) and share learning.
- Attend local events to network and make contacts as appropriate.

Required Education and Experience

- 4-year college degree.
- 5-10 years of experience in fundraising, individual giving or stewardship.
- Demonstrated success in meeting annual fundraising goals, and creation and management of a development plan.
- Experience with focused development related event planning.
- Experience with Microsoft systems as well as a strong working knowledge of database systems (Bloomerang preferred).



Knowledge, Skills, & Abilities

- Strong organizational and coordination skills.
- Proficient in Microsoft Office Suite or related software including PowerPoint, Google Slides, and Excel.
- Ability to articulate vision, mission, and program goals in a public setting.
- Strong work ethic with ability to maintain and model high personal, ethical, and professional standards.
- Ability to establish and maintain positive working relationships with others, both internal and externally, to achieve the goals of the organization.
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Possess excellent written and verbal communication skills with the ability to relate to volunteers, board members, staff, media, and the general public.
- Ability to think strategically and complete projects independently within a team-based environment.
- Knowledge of special events and individual and corporate giving.

Working Conditions

Work Environment:

- In-office shared workspace.

Additional Requirements:

- Satisfactory outcome of a fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant.
- Reliable transportation and a valid driver's license are required.

Supervisory Responsibilities / Direct Reports

This role reports to the Executive Director.

Terms & Compensation

This is a full-time, salaried position starting at \$70,000 based on experience. Regular working hours are approximately 40 hours a week with some evening/weekend support. This is a 12-month position with a robust vacation package aligned to a school calendar. Work is based in the SAISD Foundation offices, with the expectation of time spent outside of office meeting donor prospects. This position is eligible for benefits including 3% IRA contribution.

Application

To apply, please submit a cover letter, resume, and listing of three references to Judy Geelhoed, SAISD Foundation Executive Director, at jgeelhoed@saisd.net. Please include "Development Director" in the subject line.

