



## Development Director

### Position Summary

The Director of Development's role is to strengthen the impact and 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, directors, and volunteers to foster a culture of philanthropy at the SAISD Foundation. The qualified candidate in this new position will work collaboratively to identify, solicit, secure and steward a wide range of contributions that will result in a minimum of an additional \$1M in contributions annually. As a 501(c)3 public charity, the organization currently raises \$3-4M per year with \$6M in assets. This position will play a key role in expanding overall annual investments in San Antonio ISD students, young alumni and educators through teacher, school district and SAISD Foundation programs.

### Essential Functions / Key Responsibilities

#### Strategy

- Work with the Executive Director to create, lead and meet robust annual development plans.
- Secure funding in key areas of the new strategic plan to reach new goals and sustain current critical programming and operations.
- Work closely with the Development Committee of the board, the full board of directors, and staff to implement fundraising strategies.
- Work collaboratively with the team to appropriately position development opportunities and integrate donor-centric messaging in publications and reports.
- Expand individual, corporate, and foundation giving by \$1,000,000 and report quarterly on progress toward that goal.
- Develop and execute a plan to recapture lapsed donors while increasing donor retention to 50%.
- Lead donor cultivation and stewardship strategy in efforts to further diversify and balance sources of funding.
- Develop and strengthen relationships with the philanthropic community, individual donors, sponsors, corporations, board members, and volunteers.
- Work collaboratively with the Executive Director, Finance Manager, and Development Committee to develop annual income goals in the budgeting process.



## Fundraising

- Work closely with the Executive Director and event committees to set and achieve fundraising and friendraising goals for major events.
- Lead the SAISD Foundation's fundraising efforts focused in the following areas: giving appeals, crowd-funding campaigns, segmented appeals, individual and corporate giving.
- Cultivate, solicit and steward a portfolio of individual donors, consulting with the Executive Director, board and staff as appropriate.
- Educate donor prospects on the organization's vision, programs, and impact.
- Develop online giving campaign strategy and oversee execution in coordination with board, staff and volunteers.
- 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.
- Research and initiate new donor stewardship and cultivation events and practices.
- Support grant writing efforts of the organization.

## 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 donor stewardship plans are executed and documented in the CRM.
- Utilize the CRM for targeted follow up to lead to donor conversion.
- Use data to make decisions related to donor readiness and cultivation.
- Ensure database updates and records management systems are implemented.

## Board of Directors and External Relations

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

## Required Education and Experience

- 4-year college degree.
- 5-10 years of experience in fundraising and non-profit development.
- Demonstrated success in meeting annual fundraising goals, and creation and management of a robust development plan.
- Demonstrated success in donor conversion.
- A strong working knowledge of database systems (Bloomerang preferred).



### Knowledge, Skills, & Abilities

- Strong organizational and coordination skills.
- Proficient in Microsoft Office Suite including PowerPoint, Google Slides, and Excel.
- Ability to articulate vision, mission, and program impact 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 internally and externally, to achieve the goals of the organization.
- Ability to set priorities, develop and facilitate project management plans, and monitor progress toward goals.
- 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, foundation 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.

This role supervises a Development Associate.

### Terms & Compensation

This is a full-time exempt position with a salary range starting of \$85,00–\$100,000 determined based on experience. Regular working hours are approximately 40 hours a week with some evening/weekend events and programming. This is a 12-month position with a robust vacation package aligned primarily to a school calendar. Work is based in the SAISD Foundation offices, with the expectation of time spent outside of office meeting donors and 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, by email to [jgeelhoed@saisd.net](mailto:jgeelhoed@saisd.net). Please include “Development Director” in the subject line of the email.

