



Position: Development Director

Reporting to and in partnership with the Executive Director (ED), the Development Director (DD) will spearhead development efforts as the Brain Injury Network of Dallas (BIND) continues to grow. A new position in the organization, the Director will have the opportunity to build the development function. The successful candidate will help forge new relationships to build visibility, impact, and financial resources. The DD also will design and implement a comprehensive plan for developing key external alliances by cultivating philanthropic support.

The DD will have primary responsibility for establishing and implementing the infrastructure needed to grow income through the solicitation of major gifts, government contracts, special events, and corporate and foundation support. S/he will expand and diversify the donor base pipeline and work closely with other team members to secure funding for new initiatives. In addition, the DD will work closely with the board of directors and the advisory committee as they gain a more active fundraising role.

Responsibilities

- Collaborate with the ED to develop and execute the annual fundraising plan
- Actively work with the leadership team and key volunteers to develop and implement a comprehensive development strategy to include individual giving, corporate, foundation, government grants, etc.
- Manage the implementation of donor maintenance software and oversee staff/volunteers responsible for data entry and gift processing
- Develop and maintain ongoing relationships with a designated portfolio of major donors
- Create and execute a strategy targeting a large sustained base of annual individual donors including development of the annual appeal campaign, North Texas Giving Day, and holiday/year-end campaign
- Overseeing organization of annual special events in coordination with the ED, board of directors and Fundraising Committee Chairperson and/or serve as the Fundraising Committee Chairperson
- Provide input related to developing and tracking proposals and reports for all foundation fundraising and building relationships with potential and existing foundation funders
- Develop and track proposals and reports for all corporate fundraising including building relationships with potential and existing corporate funders

- Coordinate and solicit in-kind donations as applicable to major events
- Engage and organize volunteers for special fund development projects and events
- Develop and gain approval for an annual expenditure budget to support the fundraising plan
- Provide input to the design, printing and distribution of marketing and communication materials for development efforts in collaboration with the ED
- Collaborate with ED and BOD to position BIND ahead of major funding changes or trends
- Monitor and report regularly to the ED and quarterly to the BOD on the progress of the development program
- Plan, execute and monitor marketing and fund development efforts communicated through BIND social media outlets including Facebook, Instagram, and Twitter
- Plan, execute, segment and monitor external communication with stakeholders including distribution of written and/or electronic newsletters and the annual impact report
- Collaborate with the ED to routinely develop content and subsequently update the organization's web site as needed
- Engage and develop relationships with a new base of supporters in Tarrant County to support the establishment of a second program location

Qualifications

- BA (required)
- 3 + years professional experience in development function (managing and forging relationships with multiple donor sources)
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Strong organizational skills
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside BIND support base
- High energy and passion for the BIND mission is essential
- Knowledge and proficient use of Microsoft Office Suite programs, social media outlets, Vertical Response e-mail management system and donor maintenance software with previous experience with Donor Perfect preferred

Salary & Benefits

Annual Salary Range: \$55,000 - \$65,000 (Full time/exempt/salaried)

Annual Paid Time Off Provided: 4 weeks

Annual Paid Sick Leave Provided: As Necessary

Health Insurance and/or stipend TBD