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**Job Title: Development Director**

**Position Summary**

Working closely with and under the direction of the Executive Director, develop a comprehensive fundraising program, including coordination of special events; cultivation, solicitation and stewardship of relationships leading to major gifts; oversight of direct mail solicitations; promotion of the organization via social media and other outlets; and grant writing.

**Mission of Caritas of Waco**

Caritas of Waco, founded in 1967, is an IRS-designated 501(c)(3) nonprofit organization whose mission is to “provide urgent support to people in need in our community”.

**Duties and Responsibilities**

* Develop and oversee a comprehensive fundraising program to include:
	+ Establishing an annual fundraising calendar of activities
	+ Collaborating with the Executive Director, Finance Committee and administrative staff in establishing annual fundraising goals
	+ Coordinating/planning special events including the Feast of Caring and Caritas Charity Golf Tournament
	+ Identifying prospective donors
	+ Cultivating relationships leading to major gifts
	+ Stewardship and recognition of donors
	+ Coordinating direct mail solicitations for the “Feast of Caring,” “Fan Club Letter,” and “Holiday Letter”
	+ Evaluating annually the effectiveness of the development program and adjusting as appropriate.
* Recruit and lead committee of volunteers for the Feast of Caring and Caritas Charity Golf Tournament.
* Solicit sponsorships/donations for special events.
* Oversee the documentation of all contacts in DonorPerfect database and produce monthly reports on development activities.
* Provide information regarding estate planning opportunities to potential donors and facilitate contacts between donors and appropriate resource individuals who can assist with such plans.
* Identify private and corporate foundation grant opportunities and prepare proposals as requested.
* Create a monthly e-newsletter using Constant Contact.
* Promote Caritas of Waco through regular social media postings including Facebook and Instagram.
* Maintain website to ensure accurate and updated information.
* Actively participate in local fundraising organizations (such as the Association of Fundraising Professionals).
* Attend monthly Board of Directors’ meetings.
* As requested, speak to groups/civic organizations and attend community events.
* Other duties as assigned.

**Qualifications:**

* Bachelor’s degree preferred
* A minimum of three years’ experience as a professional fundraiser, including special event planning
* Excellent written and oral communication skills
* Proficiency in Microsoft Office Suite and database management
* Experience with various social media platforms
* Demonstrated ability to grow relationships with donors and to secure significant gifts/sponsorships
* Must have reliable transportation

**Skills/Knowledge:**

* Strong interpersonal skills
* Ability to work with people from diverse ethnic and socio-economic backgrounds
* Organized, detail-oriented
* Ability to multi-task
* Commitment to the mission of Caritas of Waco

**Work Schedule and Conditions**

* Full-time; 35 hours per week. 8:00 AM – 4:00 PM. Includes occasional nights and weekends.
* 90-day introductory period with evaluation upon completion.
* Office setting, including interaction with staff, clients, volunteers, donors and the public.
* Ability to lift moderate to heavy objects up to 25 lbs. While performing the duties of this job, the employee is frequently required to spend prolonged periods of time using a computer; standing; walking; sitting; stooping; and/or kneeling.

**Affirmative Action/EEO Statement**

Caritas of Waco provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Type: Full-time

Salary: $50,000.00 - $55,000.00 per year DOE

FLSA Classification: Exempt/Salary

Benefits:

* Paid time off
* Holidays (14)
* Life insurance
* Workers’ Compensation insurance
* Health, dental and supplemental insurance offered (paid by employee)

Work Location: 300 South 15th Street, Waco, TX

**How to apply: Email cover letter and resume to** **aowen@caritas-waco.org****, with “Development Director” in the subject line. Information is also available online via Indeed.**