



## Director of Development

### Organizational Overview

Pathfinders is a recognized nonprofit leader in the community with the mission of eliminating poverty by empowering individuals and families to find their path to social and financial wellbeing. Pathfinders is a Platinum Guide Star agency and designated as a Best Place for Working Parents. Our programs support people who are striving to become independent and financially stable. Our innovative and dynamic team is looking for a seasoned development professional with a passion for serving and a commitment to excellence.

### Position Overview

Reporting to and in partnership with the Chief Executive Officer, the Director of Development will oversee and enhance Pathfinders Development Department. As a key leader in the organization, the Director of Development will provide strategic direction to fundraising by implementing the annual development plan, managing donor relationships, managing grant calendars, and overseeing agency marketing and communications.

### Key Responsibilities

#### *Overseeing Pathfinders Development Strategy and Department Functions (30%)*

- Assist the CEO in developing the fundraising goal to be presented to the Board of Directors, as part of the annual budget
- Supervise the Development and Grant Manager
- Create and implement an annual development plan
- Secure financial support from individuals, foundations and corporations
- Grow, sustain and diversify revenue streams for organization
- Lead special projects such as special funding projects, corporate sponsorship development, North Texas Giving Day, Annual Drive, year-end giving, and cause related marketing initiatives
- Manage and grow the Trailblazers Society (Monthly Giving Program)
- Manage and grow the Pioneer Society (Planned Giving Program)
- In collaboration with the CEO, represent Pathfinders at community events and networking opportunities to raise awareness about the mission of Pathfinders
- As appropriate, attend monthly board meetings

#### *Donor Stewardship (25%)*

- Emphasis on planning, meetings, and communications with identified donors (cultivation, solicitation, stewardship)
- Develop and maintain ongoing relationships with major and prospective donors through relationship management practices
- Strategically implement a defined donor cycle for individual donors
- Ensure timely delivery of donor acknowledgement through letters, thank you notes and/or phone calls

#### *Grants and Reporting (30%)*

- Secure financial support from individuals, foundations, and corporations
- Write, report, and oversee grant compliance with federal, local, and philanthropic grants
- Work with Pathfinders leadership to determine organizational needs for current and future grants
- In collaboration with the CEO, oversee foundation relationships and stewardship
- Provide stewardship reports as appropriate
- Oversee prospect research

#### *Marketing and Communications (10%)*

- Implement Pathfinders annual social media and marketing plan
- Assume responsibility for marketing the agency through all current and emerging communication platforms
- Create and update agency collateral as appropriate
- Ensure that program staff maintain agency brand standards
- In collaboration with the CEO, serve as a spokesperson for the agency in the community

#### *Volunteer Management (5%)*

- Ensure proper stewardship of agency volunteers to maximum retention
- Oversee annual volunteer appreciation event
- Recruit individuals to serve as volunteer mentors and financial coaches
- Create a strategy to transform volunteers into donors

### **Qualifications**

- Bachelor's Degree (Required), CFRE (Suggested)
- 7-plus years experience in professional fundraising
- Demonstrated success in writing and managing complex grants
- Demonstrated success in managing and growing a development program
- Demonstrated excellence in organizational, managerial, and communication skills
- Demonstrated success in relationship management
- Demonstrated success in leading marketing campaigns
- Competence in Microsoft Office and Canva
- Competence in current and emerging social media trends and best practices
- Must have reliable transportation with valid auto insurance and Driver's License
- Background check required; Pathfinders is a second chance employer

If you are looking for an opportunity to make an impact in our community by breaking the cycle of poverty, please submit a cover letter/letter of intent, résumé and salary expectations to: [info@pathfinderstc.org](mailto:info@pathfinderstc.org)