

McCrossan Boys Ranch is hiring a **Director of Development**. See below for additional information about the position. Those interested should submit a cover letter and resume to **Christy Vastenhout**.

EOE

Director of Development

Looking for committed, long-term staff.

Full time position. Regular hours are Monday-Friday (8:00 a.m. – 4:30 p.m.). This position also requires occasional evening and weekend hours for events and donor meetings, as well as local travel for donor visits, presentations, and community engagements.

The **Director of Development** provides strategic leadership for all fundraising, development, and public relations efforts, ensuring sustainable revenue growth and increased community visibility. As a key member of the Administrative Team, the Director of Development oversees all development operations, supervises staff and volunteers, and ensures that fundraising activities align with the organization's mission and long-term goals.

Qualifications Summary

1. Bachelor's degree in a related field required.
2. Minimum of five years nonprofit development experience or equivalent combination of education and experience.
3. Experience supervising staff and volunteers.
4. Experience in major gifts and/or gift planning.
5. Experience with mailing processes (annual appeal mailings, stewardship mailings, campaign communications).
6. Strong oral and written communication skills.
7. Proficiency with word processing, spreadsheets, email software, and fundraising database systems.

8. CFRE certification preferred.
9. Valid driver's license and ability to lift up to 40 lbs.
10. Availability for occasional evenings, weekends, and local travel.

Full Job Description:

Job Title: Director of Development

Overview: The Director of Development is responsible for leading the organization's development, fundraising, and public relations strategy, ensuring sustainable revenue growth and strong community visibility. This position provides high-level strategic direction, oversees all development operations, and ensures alignment between fundraising goals and the organization's mission and long-term planning. The Development Director is a member of the Administrative Team.

Education & Experience: bachelor's degree in a related field and five years' experience working in a non-profit organization OR an equivalent combination of education and experience; CFRE certification preferred

Skills: ability to communicate effectively orally and in writing; computer skills including knowledge of word processing, spreadsheets, e-mail software, & fundraising software; possess a valid driver's license and ability to operate a motor vehicle

Physical Requirements: general office environment will include sitting, standing, walking, filing, keyboarding, etc.; physical activity related to picking up donations including ability to lift at least 40 lbs.

Supervision: The Director of Development reports to the Executive Director.

Exemption Status: Administrative

Essential Functions:

1. Provide strategic leadership in developing and maintaining mission-aligned relationships with donors, corporate and foundation sponsors, government partners, media contacts, and community stakeholders to support fundraising objectives. Lead major gift cultivation and solicit contributions at all levels, ensuring long-term donor engagement and sustained revenue growth. Develop strategies to acknowledge, recognize, and retain donors at all giving levels. Oversee organization-

wide stewardship practices, ensuring consistency, timeliness, and donor satisfaction.

2. Direct all public relations and marketing activities to enhance visibility and public understanding of the organization's mission. Oversee media relationships, advertising, brand strategy, and public communications. Ensure consistency of messaging, tone, and visual identity across all platforms and publications.
3. Oversee donor database systems to ensure accuracy, data integrity, and effective use of information to inform strategy. Supervise the generation of analytical reports, dashboards, and insights for leadership decision-making. Establish departmental procedures to maintain consistency and efficiency.
4. Develop, implement, and evaluate comprehensive, long-term fundraising strategies including annual giving, major gifts, planned giving, capital campaigns, and new campaign initiatives. Use data-driven analysis to forecast revenue, assess progress, and adjust strategies as needed. Manage the annual development and marketing budget, ensuring responsible stewardship of organizational resources and alignment with strategic priorities. Provide regular reports on fundraising performance and trends and strategic input to the Board of Directors, Executive Director, and Administrative Team.
5. Oversee and participate in the research, drafting, and submission of compelling grant proposals and required reports to foundations, corporations, and government entities. Ensure that all grant activities align with organizational priorities and compliance requirements.
6. Oversee the creation, maintenance, and strategic use of the organization's website and social media platforms. Ensure consistent, mission-focused content that supports fundraising and community engagement objectives.
7. Oversee the creation, production, and distribution of newsletters, brochures, campaign materials, press releases, invitations, and other promotional publications. Ensure all communication materials reflect organizational goals and maintain high standards of professionalism.
8. Provide leadership for the planning, coordination, budgeting, and execution of special events and fundraising events. Represent the organization at events and ensure alignment with broader development goals.

9. Schedule and lead tours, give presentations, and make public appearances to generate awareness and support. Serve as a public representative of the organization at community, civic, and fundraising-related functions.
10. Regularly participate in professional fundraising and nonprofit leadership organizations to maintain current knowledge and strengthen professional networks.
11. Provide direct supervision, support and assistance to subordinate(s). Complete written performance evaluations for subordinate(s) and implement disciplinary action as necessary.

Other Functions:

12. Carry out special projects and other duties as assigned.

For more information go to: <https://mccrossan.org/employment>