



**Job Title:** Director of Development

*Reports to:* Chief Financial Officer

*Classification:* Full time permanent; exempt

*Supervises:* Development Coordinator

*Salary Scale Equivalent:* Salary is commensurate with experience.

## **Organization**

The Texas Trees Foundation, a 501© (3), makes possible a higher quality of life for citizens, visitors, and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, health care professionals, corporations, and municipalities to improve the overall quality of life for Texans.

## **Governance and Finances**

All activities of the Foundation are conducted with integrity and the highest ethical standards under the direction of its Board of Trustees. The Board serves in an advisory capacity and develops, reviews, and approves all strategic planning, budgets, and operational policies of the organization. The Board currently consists of ten members. Currently, the organization has a staff of 27, with an operating budget of \$8.9 million and is in solid financial health.

## **Role**

The Texas Trees Foundation seeks a Director of Development to direct and oversee its donor relations program, manage its fundraising initiatives, and help guide its promotional activities. As a member of the Management Team, this executive will be responsible for helping to create the annual budget and designing an annual fundraising plan to help meet the identified goals and objectives. Furthermore, as the foundation continues to grow, the Director of Development will have the opportunity to build a support staff and team to best manage an increasingly sophisticated fundraising operation.

## **Responsibilities**

Reporting to the Chief Financial Officer the Director of Development is responsible for the identification, cultivation, and strategic solicitation and stewardship of annual, major, and deferred philanthropic gifts and sponsorships of projects for the Texas Trees Foundation; the management of securing funding through public grant opportunities; and the planning, supervision, and management of activities aimed at educating the public regarding Texas Trees Foundation projects and initiatives. Specifically, the Director of Development will:

- Develop and cultivate individual, corporate, and foundation sponsorship of Texas Trees Foundation projects including planting and research initiatives;
- Develop and oversee the annual fundraising program, including North Texas Giving Day and end of year campaign;
- Develop and maintain ongoing relationships and communications with major foundation and corporate giving staff;

- Manage the identification, research, and recording of information on major individual, corporate, and foundation prospects and draft letters of inquiry;
- Track day to day progress of grants and requests;
- Collaborate with President/CEO and CFO to develop annual plan to meet annual and major initiative fundraising goals;
- Research opportunities and develop strategies for cultivation and solicitation of corporate, government, and foundation grants for program, operating, and capital support;
- Retain responsibility for the implementation of an organized annual individual giving program for current operating support;
- Collaborate with staff on the management and planning of fundraising and educational events;
- Lead and manage all grant writing efforts, including supervision of an in-house assistant and contract grant writer(s) as needed;
- Update current and draft all new grant proposals to foundations and corporations to meet annual fundraising goals;
- Collaborate with staff to create all reports to funders and coordinate donor recognition;
- Coordinate fundraising opportunities with the Board of Trustees and provide timely reports on activities;
- Create and implement evaluation tools to ensure marketing and fundraising efforts are meeting or exceeding objectives;
- Collaborate in the development of all marketing communication materials including an annual report, Foundation website, monthly newsletter, brochures, and all Texas Trees Foundation collateral; and
- Create and manage department employees that support the mission of the Foundation and adds to the success of the development team and organization.

### **The Ideal Candidate**

#### **Leadership**

- Strategic thinker and self-starter with the ability to translate a concept into action that achieves organizational goals.
- Innovative leader with a hands-on and involved style marked by cooperation and a willingness to think creatively.
- A service-oriented person who inspires colleagues, staff, and the community through mission.
- A tenacious leader who measures her/his success against standards of excellence, who consistently sets challenging but attainable goals, and who brings a history of meeting and/or exceeding those expectations and goals.
- Hardworking individual who fully dedicates her/his energy to a cause and is willing to “go beyond the job description,” including extending extra effort, when necessary, to see projects to successful conclusions.

#### **Experience:**

- A minimum of 10+ years of experience in the nonprofit sector is preferred, including experience leading and developing a high-performing fundraising program.
- Proven ability and track record of securing grants, including researching prospective foundations, making pitch presentations, attending site visits, and maintaining relationships once grants are funded, especially in collaboration with the staff, contractors, and the leadership team.
- Interface with CFO to align funding needs, annual budgets, and financial reconciliation of funding sources.
- History of success raising funds from diverse sources, particularly corporate and foundation donors, major individual donors, planned gifts, and special events.
- Proven ability to build and lead a team to success and foster a culture of accountability, inclusiveness, teamwork, and collaboration with others; experience implementing and managing performance measurements to achieve success.
- Proven ability to work with volunteers, community leaders, organizations, and businesses to advocate for and promote the value and mission of the Texas Trees Foundation.
- Experience collaborating with, leading, and managing a Board of Directors comprised of prominent members of the community.
- Proven experience in strategic planning, analysis, and vision casting, particularly when devising multi-year revenue generation strategies.
- Experience interacting with political decision-makers at the local, state, and federal levels is strongly preferred.
- Experience with public-private partnerships is preferred.

### **Skills & Knowledge**

- Broad and deep knowledge of fundraising principles to be applied in the implementation of a comprehensive fundraising strategy, incorporating the acquisition of new major gifts and grants, annual appeals, donor cultivation, planned giving, securing ongoing annual operating funds, and attracting project-based funding.
- Broad and deep knowledge of the full range of grant acquisition, including researching potential grant opportunities, writing proposals, responding to prospective funder feedback, grant implementation, and final reports.
- Skilled at reading people and forging cooperative efforts between and among staff and other departments of the organization, thereby leading teams to success and fostering a culture of accountability, inclusiveness, teamwork, and collaboration.
- Successful experience in and enthusiasm for donor cultivation and major gift solicitation.
- Experience overseeing the smooth and effective day-to-day functioning of a fund development department.
- Persuasive and articulate communicator with excellent oral, written, and interpersonal communication skills who can represent the Texas Trees Foundation to diverse constituencies.
- Highly organized with the ability to independently manage multiple tasks in a fast-paced environment and meet deadlines and fundraising goals.

- Ability to move comfortably in a wide variety of social settings, including among people of substantial influence and wealth, and the ability to forge solid personal relationships.
- Analytical and computer application skills including Microsoft Office, Zoom, Asana, and SharePoint, and knowledge of Donor Perfect development software.

### **Personal Characteristics**

- A creative, thoughtful, servant leader with a solutions orientation and the ability to identify new ways of working to increase operational efficiencies.
- An individual who can work across a diverse set of disciplines, bridging a wide range of expertise, with a demonstrated ability to work with agility, efficiency, and diplomacy in a dynamic environment.
- A highly ethical person who exercises sound judgment in both day-to-day decisions and strategic issues.
- An initiative-taking, resourceful, and dependable manager.
- Brings a positive attitude to interactions with staff, other senior management personnel, and funding sources.
- A leader who models professional courage, engages in trust-based debate, asks hard or unpopular questions, and is willing to say no.

### **Other considerations:**

Compensation: Competitive with comparable organizations, and commensurate with capability, experience, and prevailing market trends

Location: Dallas, Texas

Travel: Minimal

Education: Bachelor's degree from an accredited institution required, CFRE designation a plus

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No phone calls please.