Development Lead

The Development Lead is a creative, self motivated leader with superior organizational, strategic, and writing skills tasked with launching and implementing the next chapter of Texas Trees organizational fundraising. They orchestrate the successful implementation of Texas Trees' program and operational fundraising strategy, creating and overseeing the internal systems for organizational success. Working within an approved five-year Development Plan, with fundraising targets of up to $6M/year, the Development Lead prepares and align donor stewardship, prospect qualification and cultivation, and fundraising requests across multiple relationship holders within the staff and Board. This position encompasses corporate, foundation, and individual audiences with focus on annual program and unrestricted fundraising. Reports to the President & CEO and works closely with the Chief Strategy and Operations Officer.

About Texas Trees Foundation

The Texas Trees Foundation is a leading urban forestry nonprofit organization based in Dallas and working throughout the state of Texas. Our mission is to improve the health of cities and people through the transformative power of trees. We plant and care for the urban forest, planting over 1.5 million trees since 1982, to create cooler, cleaner, healthier communities for all. Through research, education, and partnerships, Texas Trees has also become a leading voice and resource to communities and decision makers in advancing healthy, green communities rooted in the connection between people and nature and evidence-based design.

Responsibilities and Impact

Relationship Stewardship

- Track, support, and align multiple relationship leaders in ensuring successful, sustainable donor experience and stewardship rooted in the values of gratitude and education.
- Serve as the relationship lead for small and midsize donors supporting Texas Trees' annual programs and operations, ensuring donors feel heard, valued, and impactful.
- Maintain strong relationships and earned trust with grant officers and staff contacts at donor organizations.

Donor Cultivation and Fundraising

- Develop and lead targeted campaigns to meet seasonal and annual fundraising goals for key uses of funds (e.g. seasonal tree planting, annual unrestricted).
- Lead prospect research and qualification to ensure strong alignment and partnership with donors.
- Lead proposal development and writing, working with the Development Associate and SMEs throughout Texas Trees. Serve as project manager for grant preparation and submission, aligning activities of multiple staff and partners with a commitment to excellence.

Team Systems and Infrastructure

- Develop and lead implementation of standard operating processes and systems for donor stewardship, including research and qualification, cultivation, intake, acknowledgement, recognition, gratitude, and reporting.
- Leverage these systems to direct the Communications and Operations teams in fulfilling donor intent

and reporting on outcomes.
- Partner with the Communications team to align communications cadence and messaging, both overll and for specific audiences (e.g. corporations) with fundraising strategy and goals.
- Maintain and oversee grant tracking and management, including recommending and pursuing public and private grants.
- Re-launch and oversee the success of Texas Trees' CRM as a single source of truth for donor and prospect relationship management.
- Translate fundraising strategy into day-to-day tracking and management, developing and leading monthly tracking against goals, monitoring of planned and outstanding requests, creating and learning from KPIs, and reconciling fundraising and finance reporting.
- Recruit, hire, and manage a Development Associate to facilitate the implementation of these plans and systems.

Success in this Role: The Development Lead translates fundraising vision to reality, building the systems and team that can draw resources to power Texas Trees impact and nurture flourishing relationships with the donors and partners critical to our success.

What You Bring to This Role

- Demonstrated experience in nonprofit fundraising or development (7 years minimum), including the ability to lead successful development initiatives with a high degree of independence.
- The proven ability to drive strategic outcomes and maintain strong partner relationships, balancing short-term and long-term success and sustainability.
- Superior writing and communications skills across a range of forms and formats. Strong organizational skills and attention to detail.
- Excellence in relationship management, adept in active listening, expressing gratitude, and establishing clarity to inform collaborative action.
- Critical thinking: Apply high-level, process-oriented thinking to a problem through considering different perspectives and using reasoning to develop solutions.
- Shared success and collaboration: Aligning activities to outcomes across team members ("managing up, down, and laterally") and celebrating and drawing on the unique skills of colleagues to advance project goals and the mission, both within and across Texas Trees' internal teams.
- Computer: Familiarity working with databases and CRM (e.g. Donor Perfect), project management software (e.g. Asana), and MS Office Suite.
- Education: Bachelors degree in an applicable field.

COMPENSATION, BENEFITS, WORK SCHEDULE & LOCATION

Our benefits include competitive compensation (based on experience), 85% employer-paid health insurance, and paid vacation, holidays, and personal and sick time. We offer a collaborative, mission-driven environment that supports and invests in each team member's growth and offers an incredible platform for impact and purpose. This is a full-time (exempt), Dallas-based position with a hybrid schedule (3 days/week in office). Evening and weekend hours may be required, as well as some travel.

Interested in joining us? Send your resume and cover letter to info@texastrees.org.