

**Big Brothers Big Sisters
Of South Texas
Job Description**

Position: Director of Development

Immediate Supervisor: Chief Development Officer (CDO)

Broad Function: Achieve individual annual revenue goals as a member of the fund development team.

Primary Responsibilities:

- Achieve individual annual revenue goals as a member of the fund development team.
- Identify, solicit, and steward new and current donors.
- Work with board members to assist them in meeting revenue goals.
- Developing demonstrable understanding of, and implementation capacity for the Little Moments, Big Magic Luncheons, Bowl for Kids' Sake and other BBBSST fundraising events.
- Manage the annual appeal.
- Engage in donor research to assist with informed asks.
- Manage the agency's donor information management system.
- Other duties as required.

Qualifications & Requirements:

- Bachelor's degree.
- Minimum of 5 years of progressively responsible experience in fund development, weighted toward experience in demonstrable personal solicitation success.
- Must have a knowledge of, and experience in, development planning, organization, prospect research, and teamwork.
- Must possess strategic agility and integrity.
- Must have honed reflective listening ability.
- Must possess a valid US driver's license and ability and willingness to travel.
- Must be responsible, well organized, creative, have a sense of humor, present a professional appearance. Must possess excellent communication skills with the ability to relate to volunteers, Board members, staff, donors, and the general public.
- Must be willing to work occasional evenings and weekends.

Annual Salary: \$55,000