

**Title: Director of Development** **Department: Development Supervisor: Executive Director**

# Mission

The Warren Center advocates, serves and empowers the children and families impacted by developmental delays and disabilities.

# Summary

The Warren Center seeks to fill the position of Director of Development (DOD) responsible establishing the structure and strategy for the ongoing philanthropic support for the center through annual, capital and planned giving. The DOD will report directly to the Executive Director who will supervise and evaluate his/her work. He/she will be a person with the skills, background and commitment needed for this critical function in relationship- based fundraising.

The DOD is responsible for developing, sustaining, and deepening relationships with individuals, families, foundations, corporations, and the broader community. The objective of all development activities is to help potential supporters understand the ongoing needs of The Warren Center and, in turn, know how to respond with gifts of resources. The DOD will be expected to administer to the needs of the donors and identify, qualify, cultivate, solicit and steward these very important partners for The Warren Center.

The DOD will focus on donor development, grants, donor research, and database administration. The DOD must be an affable and highly energetic professional with a track record of building donor relationships and closing gifts. The DOD will also be responsible for engaging other resources of The Warren Center to grow donor relationships and support.

# Responsibilities

The DOD is responsible for fundraising activities of the organization and includes the following:

* Work closely with the Executive Director and as appropriate the Development Committee of the Board
* Maintain records of prospect assignments, tracking cultivation, solicitation and follow-up efforts necessary to for successful annual funding efforts
* Create the annual fundraising plan with measurable goals and timelines
* Support the Executive Director’s major donor portfolio of 10-15 individuals through weekly meetings to review ongoing execution of cultivation strategies and solicitations
* Maintain a portfolio of 25-30 individuals/corporations/foundations identified as current or potential major donors; execute an individual cultivation and solicitation plan for each one annually
* Develop relationships with The Warren Center Board of Directors to cultivate additional networks of major donor prospects, as well as maintaining giving within the Board
* Work with the Development Team to strengthen mid-level donor plans, as well as grass roots and donor acquisition strategies; take responsibility for financial goals and growth objectives established for each revenue center
* Develop major gift materials, proposals, and correspondence
* Maintain excellent tracking system and database management in collaboration with Development Team
* Organize and implement appropriate donor recognition and stewardship programs
* Oversee the development and implementation of internal and external development communications plans.
* Oversee special events and make staff assignments as appropriate.
* Develop, promote and sustain effective relationships with the constituents and supporters of The Warren Center to build an ongoing development program

# Qualifications

* Bachelor’s degree with two to five years of experience in marketing, sales, fundraising or comparable area
* Strong commitment to uphold and support the mission and vision of The Warren Center
* Excellent interpersonal skills with demonstrated emotional intelligence, relational sensibilities, teamwork and servant-leadership
* Detail-oriented, organized and hard working with demonstrated record of completing assignments
* Ability to understand the needs and interests of donors to develop relationships between the donors and The Warren Center
* Demonstrated ability to navigate and maintain a donor-based software system to effectively track donor information
* Organized and administratively gifted able to manage multiple projects at once while knowing how to prioritize their importance as necessary
* Ability to manage and lead Development Team members responsible for mid-level and grass roots development activities and related metrics
* Ability to effectively, intelligently, and passionately articulate the story The Warren Center of and the transformational impact on the lives of those we serve, and the financial needs of the organization.
* Excellent verbal and written communication skills; at ease with individuals from a wide variety of backgrounds and experiences

# Location

* This position is based at The Warren Center in Richardson, Texas community.

# Compensation

* This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. The Warren Center is prepared to offer an attractive compensation package, including a competitive base salary as well as health, 401(k), and vacation benefits.