FAMILY ABUSE CENTER

DIRECTOR OF DEVELOPMENT

JOB DESCRIPTION

**Position Status:** Full-time

**FLSA:**  non-exempt (hourly)

**Supervised by:** Executive Director

**About Family Abuse Center**

Family Abuse Center is a nonprofit organization dedicated to providing comprehensive services to individuals and families affected by domestic violence. Our mission is to eliminate domestic violence in Central Texas by sheltering victims of domestic violence and by preventing abuse from occurring through intervention and education.

**GENERAL DESCRIPTION AND PURPOSE:**

The Director of Development plays a pivotal role in supporting the financial sustainability of Family Abuse Center’s services. Reporting directly to the Executive Director, the Director of Development is responsible for overseeing all aspects of donor and grant revenue development activities in alignment with fundraising strategies. The incumbent will cultivate and maintain productive relationships with stakeholders, and will oversee media, volunteer, and prevention programs.

**QUALIFICATIONS:**

The qualifications listed below are representative of the education, experience, skill/ability, and licenses/credentials required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Bachelor's degree in a relevant field (e.g., Nonprofit Management, Communications, Business Administration) required; Master's degree preferred.
* Experience in nonprofit fundraising, development, or related field, with a proven track record of success in donor cultivation, grant writing, and campaign management.
* Strong written and verbal communication skills, with the ability to articulate the mission and impact of Family Abuse Center persuasively.
* Excellent interpersonal skills and ability to build and maintain relationships with diverse stakeholders, including donors, volunteers, staff, and community partners.
* Demonstrated leadership abilities, with experience in team management, strategic planning, and project management.
* Knowledge of fundraising principles, techniques, and best practices, with a commitment to ethical fundraising standards.
* Experience in social media management, including content creation, audience engagement, and analytics, to support fundraising and outreach efforts.
* Familiarity with media relations, marketing, and public relations strategies preferred.
* Ability to work independently and with a team.
* Computer skills including MS Office applications and donor database management.
* Passion for social justice and commitment to advancing the mission of Family Abuse Center.

**RESPONSIBILITIES:**

* Manage daily gift processing, donor relations, and database maintenance for accurate reporting.
* Cultivate donor relationships, including corporate solicitations, to maximize support.
* Maintain updated wishlists and communicate needs effectively.
* Prepare and submit grant applications and reports, ensuring compliance.
* Coordinate direct mail projects to engage donors effectively.
* Plan and execute fundraising events, notably Dancing with the Waco Stars.
* Collaborate with staff, Executive Director, and Board for fundraising alignment.
* Represent the agency in media relations and seek PR opportunities.
* Demonstrate commitment to the agency's mission and goals.
* Develop both short and long-term fundraising plans and activities.
* Write reports, correspondence, and funding requests clearly and persuasively.
* Provide strategic oversight for development department activities.

Family Abuse Center is an equal-opportunity employer and values diversity in the workplace. We encourage individuals from all backgrounds to apply.

To apply, please submit a resume, cover letter, and the contact information for three professional references to Executive Director Whitney Thomas at [Whitney.Thomas@familyabusecenter.org](mailto:Whitney.Thomas@familyabusecenter.org).

Applications will be reviewed on a rolling basis until the position is filled. Shortlisted candidates will be contacted for interviews.