

Job Title: Development Director

Organization: High Sky Children's Ranch

Location: Midland, TX

Closing Date: May 20, 2022

Position Summary

Job Description: Responsible for developing and coordinating the plans by which High Sky Children's Ranch (HSCR) raises funds, generates publicity, and fulfills the organization's fiscal objectives. Provides leadership, strategic direction, oversight, coordination, and priority setting for the development team to further the engagement and retention of current and prospective donors and to foster a culture of philanthropy.

Essential Duties and Responsibilities include the following, but other relevant may be assigned:

- Maintain proficient knowledge of HSCR history, programs, and external environment as it relates to the mission
- Develop and monitor HSCR's fund development plan, including strategic goals, objectives, and activities to ensure growth, sustainability, and the furtherance of the HSCR's mission
- Responsible for daily activities in support of HSCR's strategic goals and fundraising objectives through grant writing, community relations, donor relationship management, creative design marketing and production, and special event management and coordination
- Maintain relationships and support retention of donors and community awareness through donor-centered cultivation, relationship-building, and stewardship
- Develop and maintain a development plan with an annual organizational calendar of donor stewardship activities, strategies, and timelines to achieve fundraising goals and targets.
- Coordinate and conduct various fundraising and awareness events including, but not limited to campus tours, fundraisers, presentations, press releases, interviews, and publications
- Develop, oversee, and direct overall resource development strategy for HSCR Diversify funding sources by engaging current and prospective individuals, corporations, and foundations; coordinating planned giving and direct appeal campaigns, and other resource development activities to meet fundraising goals and objectives
- Identify grant funding opportunities and conduct feasibility studies to determine community and donor support for programs, projects, and campaigns

- Write, submit, and manage grant proposals; meet with funders to solicit donations, provide agency, and project updates; furnish prospective and current funders with supporting documents and reports
- Conduct and assist in hiring, development, training, and evaluation of Development staff
- Work in coordination with the Development Assistant to develop marketing materials and coordinate advertising to effectively communicate the mission, goals, and needs of HSCR
- Coordinate with Finance Department to ensure accurate management and reporting of fundraising activities
- Ensure current and accurate record-keeping; maintain hard copies and utilize donor databases to record all grants and monetary donations, in-kind gifts, and sponsorships
- Assist Executive Director and Finance Director in budget development and management as it relates to fundraising revenue and expenditures for the Development department
- Work closely with the Executive Director, Board of Directors, Board of Governors, HSCR Endowment Board and other key stakeholders
- Prepare and present administrative, statistical, and/or fiscal reports and documents pertaining to development activity
- Developing and tracking proposals and reports for all foundation and corporate fundraising
- Perform other related and assigned duties as required.
- Regular and timely attendance is required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position is a mandated reporter position so ability and willingness to report suspected or witnessed abuse or neglect is required

Required/Preferred Education and Experience:

- **REQUIRED-** Bachelor's Degree in Nonprofit Management, Marketing, Public Relations, Communications, Journalism, or related field required.
- Minimum 5 years' experience in resource development role at a non-profit organization
- Experience in grant writing with a demonstrated history of success
- Must be at least 21 years of age
- Ability to pass a thorough background check including fingerprinting,

- Ability to pass a TB test and drug screening Possess a valid Texas driver's license and a safe driving record
- PREFERRED- Master's Degree in Nonprofit Management, Marketing, Public Relations, Communications, Journalism, or related field. Supervisory Experience, and Marketing Experience

How To Apply: You can apply by sending your resume to hr@Highsky.org or sending a resume through [indeed.com](https://www.indeed.com)