



DIRECTOR OF DEVELOPMENT

Schedule: Part-time

Salary range: Commensurate with experience

Position reports to: Executive Director and Board Chair

Location: Flexible (Texas-based preferred)

For more than four decades, TXSES has been the pre-eminent statewide organization developing free thought-leading, independent, fact-based educational materials that inspire innovation, share best practices and educate decision-makers on the critical importance of sound, favorable solar policies that will grow the industry; protect clean air; build healthy, resilient communities; support local, well-paying jobs; and lay the foundation for building a strong solar foundation for a 100% clean energy future for Texas, one community at a time.

Operating virtually, TXSES is a membership-based not-for-profit 501(c)(3) organization. Our unique niche is exemplified in our well-established local chapters in Austin, Dallas, El Paso, Houston and San Antonio. Having boots on the ground in these major metropolitan cities, which represent nearly a quarter of Texas's 29 million citizens, enables our gifted, dedicated experts to disseminate fact-based, relevant solar information.

TXSES is proud to be an equal opportunity employer committed to diversity and inclusion in the workplace and embracing a workplace with diverse voices and perspectives. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status or medical conditions.

ABOUT THE POSITION

TXSES is seeking an experienced, self-motivated, and innovative development expert to provide strategic direction and oversight of the organization's development operations, including prospect research, corporate and foundation relations, government grants, annual giving, donor, funder and membership stewardship and grant reporting tracking. Reporting to TXSES's Executive Director, the Director of Development will strengthen and expand TXSES's fundraising program, which establishes and maintains mutually beneficial relationships with foundation, government and corporate partners and individual donors. The Director will develop and implement fundraising strategies to support our mission and revenue goals, guided by established metrics. This is a part-time position and is a new staff role in the organization.

REQUIRED QUALIFICATIONS

- Must embrace the mission of TXSES
- BA or BS from a regionally-accredited institution
- Minimum of five-seven years of progressively responsible development experience, including demonstrated expertise in corporate, foundation and major gift fundraising
- Direct experience soliciting funds from individuals, corporations, government and foundations
- Proposal writing proficiency, including budget development
- Demonstrated passion to mitigate the climate crisis and be part of the clean energy future
- Excellent interpersonal communication skills, including discretion and good judgement
- Excellent oral and written communication skills
- Ability to operate independently in a virtual environment and provide needed self-direction
- Demonstrated ability to prioritize, be flexible and work in a collaborative environment

PREFERRED QUALIFICATIONS

- Degree in nonprofit management, philanthropy/development, or public administration from a regionally-accredited institution
- Current Certified Fundraising Executive (CFRE) certification
- Additional training in the field, such as grant writing, prospect research, foundation and corporate giving, government grants
- Knowledge of clean energy sector(s) such as solar, energy storage, electric vehicles, wind, energy efficiency, etc. considered a plus

RESPONSIBILITIES

1. Strategic oversight
2. Contribute to goals and tactics in support of TXSES's Strategic Plan
3. Develop and implement the annual development plan
4. Coordinate efforts to identify, cultivate, solicit and steward individual, corporate, government and foundation prospects and funders, with the goal of increasing revenue in accordance with the development plan
5. Work with Executive Director to develop cases for support for proposals and interactions with potential donors and funders
6. Oversee grant seeking, including researching new opportunities, proposal writing, fundraising database and tracking systems
7. Manage donor and funder relations and stewardship
8. Make direct funding appeals/asks
9. Assist with fundraising special events

TO APPLY

Submit the following materials to pparsons@txses.org with the subject line "Director of Development" no later than **December 15, 2021** by 5:00PM Central:

1. Cover letter
2. Resumé, including information on major gifts/grants secured
3. Contact information for professional references
4. Example of annual or other fundraising plan(s) you have developed
5. Sample of a proposal and/or case for support language you authored