

Development Director

THE TEXAS SOLAR ENERGY SOCIETY (TXSES)- Full-time position

Because we envision a world where our children will grow up in a clean, safe climate, TXSES supports bold solutions to educate and inspire every Texan to adopt solar energy as part of an equitable, 100% clean energy future.

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 a diverse, equitable industry; build healthy, resilient communities; support local, well-paying jobs; and lay the foundation for a 100% clean energy future for Texas.

SUMMARY

Reporting to the Executive Director, the Director of Development will be responsible for fundraising activities of the organization and will develop and implement strategies aimed at attracting sustainable financial support. She/he/they will be the primary fundraiser for a fast-paced nonprofit organization and will work with the Executive Director to create a sustainable long term Board approved funding plan (5–10-year strategy). The Development Director will report to the Executive Director and work in collaboration with the Director of Communications, the Board of Directors, and interns.

SKILLS AND EXPERIENCE NEEDED

- Office or administrative experience, preferably within a nonprofit development or marketing setting.
- Microsoft Office Suite experience and knowledge of donor management software a plus.
- Demonstrate an understanding of basic accounting procedures.
- Excellent writing and organizational skills.
- Ability to respect and handle confidential information appropriately.
- Excellent communication skills and the ability to work with a broad range of people including volunteers, donors, board members and staff.

RESPONSIBILITIES

- Participate as a member of the TXSES leadership team that includes the Executive Director and the Director of Communications to inform strategic organizational funding decisions and directions.
- Report progress at the weekly staff meetings.
- Lead and manage TXSES's overall development efforts to raise an annual budget of \$500K and more for other activities as identified.
- Institute and maintain a comprehensive acknowledgement process for all donations including donor records and recognition.
- Assure that assigned development functions are implemented—including annual fund drives, identification of additional potential philanthropic organizations, successful grant writing, identification of new individual and business members, Planned Giving Campaigns, donation of stocks, major donor

cultivation and solicitation, records maintenance, and general stewardship of the strategic fundraising plan.

- Assist the Executive Director in the design and successful implementation of any major gift campaigns.
- Help develop the annual budget based on funding opportunities.
- Attend Board of Directors meetings and report as appropriate.
- Serve as staff liaison for appropriate committees as directed by the Executive Director.
- Oversee grant strategy, writing, tracking and administration.
- Participate in the development of appeal letters and other donor communications.
- Coordinate with Executive Director on a Planned Giving Program and other sustainable funding opportunities.
- Train, inspire and empower the Board of Directors to raise funds and make strategic connections.
- Cultivate and nurture relationships with current and potential corporate sponsors and individual donors.

QUALITIES

Leadership

- Leads by knowledge of the field, an innate desire to excel and to inspire others, passion and enthusiasm and dedication to TXSES's mission.
- Engenders support among colleagues and other members of the community by virtue of his or her service orientation and creativity.
- Collaborates with others and leads by example and to achieve results.
- Integrates personal values with professional performance.

Experience:

- At least three years in a development position.
- Undergraduate degree preferred.
- Leadership roles in planning, grant writing and direct solicitation.
- Experience in the renewable energy industry preferred.
- Previous work with an independent non-profit organization preferred.

Skills and Knowledge:

- Well-developed interpersonal skills.
- Excellent communication abilities, both verbal and written, with a range of internal and external constituencies.
- Disciplined, follows through on projects and is attentive to details.
- Understands development as a total system and can marshal resources to execute according to a comprehensive strategic development plan.
- Substantial knowledge of campaigns, annual drives, and corporate and foundation philanthropy.

Personal Traits

- Unquestioned integrity, an impeccable reputation, honors commitments and engages in a straightforward and personable fashion.
- Motivated self-starter who works well from a remote location.
- Embraces the mission of TXSES; exudes genuine excitement, i.e., "fire in the belly" in promoting TXSES's goals.

- Poised, polished and finds fulfillment in helping others succeed.
- Accessible, approachable, and secure in her/his personal capabilities.
- Team player who is mindful of the well-being of the other staff members while having courage of conviction and a willingness to speak one's mind for the good of the organization.
- Able to work in a small, face-to-face environment that values a high degree of teamwork and collaboration.
- Well organized, clear thinking, and efficient.

SALARY/BENEFITS

- \$60,000 starting annual salary based on experience with a 6-month probationary period.
- 40-hour work week anticipated
- Currently this position includes no benefits except for three weeks paid time off annually. It is the goal of the organization to provide health and retirement benefits in the future.

Be Prepared to submit the following

- Cover letter expressing why you are interested in the position with TXSES
- Writing sample
- Two references from previous employers or peer level colleagues.

Position open until filled.