



**Position Title:** Director of Development and Communications

**Location:** Austin, TX

**Function:** Fundraising and Communications

**Position Type:** Full-time

**Department:** Development and Communications

**Salary Range:** Competitive

**Description:** Front Steps' believes everyone deserves a safe place to call home. Front Steps exists to end homelessness in Central Texas by providing shelter, affordable housing, and community education. Front Steps manages the Austin Resource Center for the Homeless (ARCH), which is a day resource center and overnight shelter. Through shelter and permanent housing programs, skill development, employment resources, and other services Front Steps helps homeless clients find a permanent and affordable housing.

## **Job Description**

### **Position Summary**

The Director of Development and Communications is an important and pivotal leadership position that is responsible for helping the organization build a strong and diverse financial base. Reporting directly to the Executive Director (ED), the Director of Development and Communications will be responsible for developing, administering, and implementing strategies to increase funding from individual donors, foundations, government, corporations, and private organizations. The Director of Development will also create and manage Front Steps' communications and messaging strategies, which include community image, presence, and education, publications, and e-communications.



*Everyone deserves a safe place to call home.*

### **Responsibilities**

- Plan, administer, and implement all annual and long-range fundraising activities in collaboration with the Executive Director.
- Provide leadership and strategic direction, management, and coordination of all fundraising and communication efforts.
- Develop, sustain, and leverage key relationships with the philanthropic community, which includes individual donors, foundations, corporate donors, Board members, and volunteers.
- Manage the development department in a fiscally sound manner by ensuring the appropriate systems, staffing, and procedures are in place to support and implement fundraising goals.
- Write grant proposals and reports to corporate, foundation, and government funders.
- Develop and grow individual donor base; manage annual giving campaign; cultivate major gifts.
- Develop and implement comprehensive marketing and public relations strategies.
- Prepare and oversee all communications, which include direct mailings, case statements, brochures, press releases, sponsorship proposals, and grants.
- Maintain a proactive leadership role in the research, identification, cultivation, and solicitation of individual donors, foundations, organizations, and private and public corporations.
- Serve as a visible spokesperson and advocate of the Front Steps mission in the community.
- Manage and work closely with the Development and Communications Volunteer Coordinator on creating and implementing strategies to increase volunteerism, community outreach, and community education.
- Work closely with the Development and Communications Volunteer Coordinator to manage the donor database and ensure its efficiency.
- Develop and manage Board giving activities.
- Train new Board members on their role in supporting the agency and assisting with fundraising efforts.



*Everyone deserves a safe place to call home.*

## **Qualifications**

### Minimum Qualifications:

- Bachelor degree with a minimum of three years fundraising experience, preferably in the social service environment
- Proven track record of achieving revenue targets
- Proven management and leadership capabilities
- Experience working with Senior Level (C-Level) executives
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively.
- High energy, positive “can-do” attitude, flexible, detail-oriented, and high degree of initiative.
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated ability to prospect, cultivate, and leverage key relationships.
- Thorough understanding of all diverse components of a diversified funding base
- Strong computer skills

### Preferred:

- 5 years fundraising experience in a social services environment
- Master of Arts in Philanthropy and Development
- Knowledge of local community resources
- Bilingual

Interested candidates should send a resume and cover letter to [szachery@frontsteps.org](mailto:szachery@frontsteps.org)