



Director of Development

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" The Children's Shelter is waiting for you! Since 1901, The Children's Shelter has touched countless lives and every year, serves over 4,000 children and parents. Become part of a growing team providing high-quality, trauma-informed care for children and families.

The Director of Development is responsible for identifying, cultivating, and solicit major gift support for annual fund and other fundraising programs to create and sustain a structure of sustainability for The Children's Shelter programs. Coordinate meetings, programs and other elements of annual fund designed to enhance positive relations with all donors. Provide strategic leadership and employ best practices to implement a comprehensive sustainable, annual fund

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Grants**
 - Coordinate, organize, write and manage a successful grant program by coordinating the accurate submission of proposals and stewardship reports to foundations and corporations.
 - Ensure and manage the timely stewardship reports to foundations and corporations as defined by the grant agreement.
 - Proof all grants to ensure agency integrity and proper fit with fundraising goals.
 - Serve as the primary team lead when submitting Federal/Government Grants. This includes managing team to collect relevant data, coordinating with program team members, and assigning writing assignments as needed to Development team members.

- **Donor / Client Relationships**
 - Build relationships with the clients, programs and services of The Children's Shelter and its affiliates.
 - Maintain regular connections between the Development Department and all Chiefs, VP's, and Program Directors to maintain a comprehensive understanding of program needs, fund development, project timelines, internal deadlines, and sustainability.
 - Be familiar with the child and family welfare trends, as well as national and regional trends in funding.
 - Responds to clients in a timely and thorough manner to include prioritizing client needs, following up to evaluate client satisfaction, and doing what is necessary to ensure client support.

REQUIREMENTS

- Minimum of Bachelor's degree in English, Communications, or related field; Masters preferred.
- Minimum five years of Governmental Grant Writing and general Grant Writing experience.
- Minimum three to five years fundraising experience.
- CFRE preferred, but not required.
- Mature management and communications skills.
- Ability to ensure tactical and strategic project management.
- Ability to communicate effectively, in written and oral form, with diverse donors, staff and senior management.
- Ability to work positively, easily and collaboratively with others in a team environment supportive of and conducive to shared visions and views.

- Ability to work flexible hours, including weekend and evening hours in order to meet the needs of the residents and department.
- Skill in effective verbal and written communication.
- Skill in establishing and maintaining effective relationships.
- Skill in managing staff and having courageous/difficult conversations.
- Ability to operate a personal computer and use various software packages.
- Maintain current driver's license/access to reliable and safe transportation for self.

Join a great team at one of San Antonio's leading non-profit organizations. The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

As the oldest and largest shelter for children in San Antonio, we offer employment opportunities at our various locations. For current opportunities visit our website www.childrensshelter.org or view job postings at:

2939 W. Woodlawn Ave.
San Antonio, TX 78228
Monday-Friday 8am-5pm

Volunteer opportunities are also available.
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