



# SCOTTY'S HOUSE

Brazos Valley Child Advocacy Center

*Where the healing begins*

**Mission:** Our mission is to provide safety, healing, and justice for children victimized by abuse through professional assessment, counseling, and education in a compassionate and collaborative approach.

**Job Title:** Director of Development  
**Job Classification:** FTE/ Exempt  
**Salary Range:** Dependent on qualifications and experience  
**Supervisor:** Executive Director

**Job Relationships:**

Reports to: Executive Director  
Supervised by: Executive Director  
Supervises: Development Assistant, Community Engagement Coordinator, Volunteer Coordinator

**Summary:** The Development Director leads the analysis, planning, implementation, and evaluation of community engagement, fundraising and event efforts, and the volunteer program, ensuring that year end goals are attained. As a member of the senior leadership team, this position participates in organizational assessment and direction. The Development Director works closely with the resource development and public relations committees of the board of directors and leads the community engagement, volunteer and development staff.

**Essential Functions:**

*Development management*

- Create and execute a diversified annual fundraising plan in alignment with the agency's strategic plan, which may include a capital campaign, to meet the agency's fundraising goals
- Conduct activities related to establishing and managing annual giving campaigns, fundraising events, grant solicitation, and in-kind resources
- Support and grow special events and third-party fundraising opportunities
- Develop and implement a program for the cultivation, solicitation, and stewardship of individual donors, businesses, and foundations
- Identify grant opportunities, submit applications and reports for large portfolio of foundation, corporate, and organization grantors
- Manage a timely and appropriate donor management and acknowledgement software system
- Maintain accurate records and provide regular reports on goals in the fundraising plan

*Community Engagement management*

- Lead and evaluate the community engagement program to ensure Scotty's House implements a broad plan to increase public awareness regarding child abuse and neglect as well as opportunities to conduct and/or participate in prevention activities
- Supervise and collaborate with staff who:

- o Establish, cultivate and nurture relationships with community leaders, media, social service organizations, civic clubs, businesses, school and hospital personnel, churches, county and city governmental agencies to promote the Scotty's House mission in an effort to increase awareness about child abuse and neglect, prevention, reporting laws and available services for victims
- o Attend relevant community meetings; participate in relevant councils and committees
- o Routinely engage in public activities that provide for opportunities to communicate with the public regarding the existence of the Scotty's House mission in an effort to increase awareness about child abuse and neglect, prevention, reporting laws, available services for victims, the problems the agency addresses, and the needs of the agency and its clients
- o Oversee the coordination of special events including Child Abuse Prevention month and donor/partner/volunteer appreciation activities
- o Develop and maintain an effective public relations program for the agency, including the development and oversight of the agency's website and a media relations plan that is inclusive of traditional media and social media

#### *Volunteer management*

- Lead and evaluate the volunteer program to ensure Scotty's House maintains a vigorous volunteer program
- Supervise and collaborate with staff who:
  - o Develop and oversee a plan to recruit, train, and utilize volunteers
  - o Seek opportunities to increase the public's awareness of volunteer opportunities directly at Scotty's House or in the seven counties served by the center
  - o Develop plans to diversify our current volunteer opportunities across communities not typically engaged with Scotty's House
  - o Work in conjunction with the Director of Programs to develop plans to expand the medical volunteer program as needed to meet the service needs of the community

#### *General*

- Attend trainings and conferences as required
- Assist with other duties as requested by the Executive Director.

#### **Minimum Requirements**

- Bachelor's degree in Communications, Marketing, or related field required
- Three to five years of professional experience in fundraising, public relations, or related field, with supervisory experience preferred
- Excellent public speaking skills
- Excellent interpersonal and networking skills with the ability to build and maintain individual relationships with donors in addition to media contacts and outlets
- Excellent organizational skills, attention to detail, proven ability to manage multiple projects simultaneously and meet deadlines
- Self-motivated, proactive, driven, with ability to identify and bridge information gaps, work well under pressure and respond quickly to challenges
- Demonstrated experience of success in communicating through social media platforms and websites
- Experience in grant or technical writing and preparing reports for funding sources,

- Exceptional written communication skills with proven ability to engage multiple and diverse constituencies
- Creative, resourceful, detail-oriented, flexible, possessing a positive attitude, high professional standards and ethics, tact, good judgment, cultural sensitivity, and the ability to work well as a team member with staff, community professionals, volunteers, and others from various disciplines
- Confidentiality as position involves work with sensitive information including information about child abuse victims
- Employment dependent upon the successful completion of a background check