



VP 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.

PRIMARY FUNCTION/PURPOSE

The Vice President of Development provides leadership to The Children's Shelter's development program to meet and advance the mission, vision, and values of the agency. Leadership includes strategic planning, coordination and implementation of all fundraising activities, fund development, grants, community relations, communications, PR, volunteer services, and other for-profit revenue programs. The Vice President of Development develops and maintains active and productive relationships with individual, foundation and corporate donors and board members. The Vice President of Development is also responsible for creating an environment that encourages open communication, collaboration, emphasizes Trauma Informed Care principles and Praesidium best practices for safety, while increasing employee engagement and retention.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop, implement, and coordinate a fundraising plan with short- and long-term goals, objectives, and budget consistent with the organization's mission and strategic plan. The plan will incorporate annual giving, direct mail, planned giving and endowment as well as the role of community relations, volunteer services, and for profit programs play and function in the fundraising plan.
- Plan, develop, implement, and maintain Major Gift Program including identification of prospects, managing Major Gift portfolio, moves management and any projects associated with this group of donors.
- Be familiar with the child and family welfare trends and national and regional trends in funding.
- Cultivate and nurture relationships with current and potential corporate and foundation sponsors and individual donors by producing specialized correspondences, scheduling, and attending in-person visits, acknowledgements, and other stewarding avenues.
- Understand the needs of the clients, programs and services of The Children's Shelter and its affiliates.
- Acts as lead staff to the Board's Development Committee and serves as Development staff Liaison.
- Develops fundraising training for Board members and other leadership volunteers as needed.
- Supervises, trains, advises, supports, and evaluates both program and administrative staff on community relations and fund development issues/programs/events, etc.
- Collaborates with Program Leadership, Human Resources and the Finance team on grant requests ensuring all appropriate stakeholders are involved for the successful execution of grants.
- Adhere to and continue to update the Development and Volunteer Operations manual as needed to relevant best practices.
- Ensure the agency complies with ethical fund-raising practices.
- Creates strategies, executes, and operationalizes the strengthening and management of the culture and practices that reflects the organization's mission, core values and trauma informed care principles and fosters high engagement and retention of staff.
- Ensures that all activities carried out in the name of the agency are in accordance with agency policies, state, and federal regulations, COA accreditation requirements.
- Participates in the budget development process and maintains a high level of fiscal responsibility; maintains overtime and budget expenditures within approved budget expenses for team and/or program.
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- Develops a team-based environment to motivate and inspire staff to work collaboratively toward vision and goal, by clearly communicating agency vision, implementing yearly staff development plans, and mentoring.
- Leads staff in the continuous improvement of quality and operational processes that support service delivery through the Performance and Quality Improvement (PQI) program.

REQUIREMENTS

- Bachelor's Degree, Master's degree preferred; applicable to nonprofit fundraising such as business, marketing, communications, public relations, social science, or related field.
- Experience in financial management, including budget development and grant management.
- Knowledge of and experience in the nonprofit development field.
- Familiarity with children's issues/human services, public policy analysis, or advocacy.
- Experience in prospect research, proposal writing and grants management.
- Excellent written and verbal communication skills.
- Self-starter with a desire to take the initiative.
- Demonstrated ability to work successfully with board members, volunteers, and civic and business leaders.
- Excellent presentation, organizational and problem-solving skills.
- Successful clearance of a criminal background check, including fingerprinting and drug testing.
- Maintain current driver's license/access to reliable and safe transportation for self.
- Ability to engage and communicate effectively with persons from diverse cultures and communities, including children/youth, their parents, network provider's staff, supervisors, administrators, and the legal and judicial system.
- Skill in establishing and maintaining effective relationships.
- Skill in managing staff and having courageous/difficult conversations.
- Skill in organizing work in a responsible way in an environment with multiple challenges and priorities.

The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

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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