

# Director of Development Job Description

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## Reports To: THRU Project CEO

### Mission

The mission of THRU Project is to empower youth with a history of foster care to build independent, successful futures. THRU Project serves more than 200 youth and young adults with a history of foster care each year through mentorship, housing, mental wellness support, functional skills training, workforce training, bus passes, and cell phones. THRU Project's Heart Gallery program, in partnership with Heart Galleries of Texas, assists waiting youth in the search for their forever family by inspiring community awareness, centralizing information for foster and adoptive parents, issuing grants to partner organizations, and providing expertise on the local child welfare system.

### Summary of Position

The Director of Development reports directly to the Chief Executive Officer (CEO) and leads the organization's comprehensive fundraising efforts. This role is responsible for the design, execution, and evaluation of all development strategies to support annual and long-term revenue goals. Key responsibilities include overseeing grants, special events, donor relations, annual campaigns, database management, and public relations. The ideal candidate is self-motivated, organized, detail-oriented, and excels in strategic planning, prioritization, and communication.

### Key Responsibilities

#### Annual Giving & Grants

- Develop and implement a comprehensive annual development plan.
- Conduct regular meetings with current and prospective donors.
- Manage all aspects of grant writing and reporting.
- Oversee donor acknowledgment and stewardship activities.
- Lead special event planning in collaboration with committee volunteers to meet fundraising goals and enhance guest experience.
- Employ proactive strategies to identify fundraising opportunities and emerging trends.
- Cultivate donor relationships through a donor-centric approach that builds long-term trust and engagement.
- Stay current with best practices in fundraising, donor cultivation, and stewardship.
- Draft compelling annual giving appeals.
- Track and analyze fundraising performance against budgeted goals; report on return on investment (ROI).
- Conduct prospect research to identify and qualify new donors.
- Communicate fundraising strategy and progress with leadership, board members, and stakeholders.

- Supervise the Community Outreach & Development Manager.
- Perform additional tasks as assigned by the CEO.

### **Donor Communications & Marketing**

- Support the Community Outreach & Development Manager in developing marketing strategies, social media calendars, and content.
- Demonstrate fluency with social media platforms including Facebook, Instagram, and LinkedIn.
- Represent THRU Project at public engagements, fundraising, and awareness events.
- Deliver compelling and well-prepared presentations on topics aligned with THRU Project's mission.
- Tailor content to specific audiences for clarity, engagement, and impact.
- Collaborate with internal teams to refine presentation materials and messaging.
- Exhibit professionalism and confidence in public speaking to diverse audiences.
- Apply trauma-informed practices when engaging clients to collect stories, testimonials, and visual media.

### **Administrative**

- Maintain accuracy and integrity of donor and marketing databases.
- Ensure timely (within 48 hours) issuance of tax acknowledgment letters.
- Contribute to organizational strategic planning and budgeting processes.
- Prepare reports for monthly Board of Directors meetings.
- Perform other duties as assigned by the CEO.

### **Requirements**

- Demonstrated passion for THRU Project's mission and a strong commitment to organizational growth.
- Uphold core values of fortitude, accountability, innovation, inclusion, and respect.
- Embrace diversity and inclusion across all identities and backgrounds.
- Professional demeanor and conduct at all times.
- Strong organizational skills with the ability to prioritize and manage multiple projects.
- Consistent attention to detail and adherence to deadlines.
- Lead by example with honesty, resilience, and strategic thinking.
- Exceptional writing and proofreading abilities.
- Effective in providing constructive feedback and staff coaching.
- Experienced in planning and executing successful fundraising events, including annual galas.
- Skilled in grant writing, research, and compliance reporting.
- Demonstrated ability to innovate and improve fundraising strategies.
- History of meeting or exceeding fundraising goals of \$2 million or more.
- Excellent interpersonal skills and enjoyment of in-person and virtual relationship building.

- Outstanding public speaking and presentation skills.
- Proficient in Microsoft Office and major social media platforms (Facebook, Instagram, LinkedIn).

### **Education & Experience**

- Minimum of three years of experience in nonprofit development or fundraising.
- Bachelor's degree required.
- Proven success in cultivating and securing major gifts.

### **Compensation & Benefits**

- This is a full-time, salaried position (40 hours/week) with a base salary range of \$65,000 to \$80,000 based on experience, with potential for increase after one year based on performance.
- Flexible hybrid work options are available.
- Comprehensive benefits include medical, dental, vision, and life insurance, 120 hours of vacation leave, 56 hours of sick leave, 16 paid holidays, a 401(k) retirement plan, and access to ongoing professional development opportunities.

### **To Apply**

Please send your cover letter and resume to [apply@thruproject.org](mailto:apply@thruproject.org)

**THRU Project is an Equal Opportunity Employer**