



for the love of nature™

Job Title: Director of Development
Department: Development
Reports To: Vice President of Development
Classification: Exempt, salary

ORGANIZATION OVERVIEW:

The Cibolo Center for Conservation's mission is the conservation of natural resources through education and stewardship. The Cibolo is a 34-year-old, rapidly growing conservation organization with an annual budget of \$2.5M. Operations include a Nature Center, Historic Farm, and Nature Preschool. We provide programming for children, youth, adults, and families while protecting and managing two campuses on 160+ acres of natural area. The Cibolo welcomes more than 130,000 visitors annually and provides educational programs to tens of thousands each year. Our dynamic staff brings passion, creativity, and knowledge to all that we do on our beautiful campuses along the Cibolo Creek.

SUMMARY:

The Director of Development is a seasoned, "roll-up-your-sleeves" development professional. This position will work with the Vice President of Development to lead a comprehensive plan to cultivate philanthropic support that will advance the mission of the Cibolo Center for Conservation. This position will support the VP to help manage and work with departmental staff to implement fundraising strategies to ensure that organizational goals are met through relational donor-centered fundraising.

ESSENTIAL FUNCTIONS:

- Work with leadership in a collaborative approach across the organization to determine and develop fundraising plans
 - Support the oversight of the Development Team to ensure they have the tools needed to be successful in their respective roles
 - Work with appropriate Program leaders to prioritize development of the case for funding support across the organization
 - Throughout the year, seek input from Program staff on impact stories that can be used to strengthen the "case"
- Identify and manage current and potential donor relationships in coordination with the Vice President of Development and Chief Executive Officer
- Help manage a "moves management" process for the Development Department that helps determine and manage appropriate steps to identify, cultivate, solicit, and steward gifts from donor prospects to ensure financial goals are met within timeframes that parallel the overall organizational goals
- Oversee the implementation of fundraising campaigns, grants, and reports to ensure financial goals are met



for the love of nature™

- Ensure gifts are thoughtfully acknowledged in a timely manner and in accordance with Cibolo standards and IRS guidelines
- Leads and participates in execution of events and programs in support of development activities
- Engages key volunteers and effectively utilizes events and other activities to move solicitations forward.
- Qualifies prospects for potential major gift capacity and interest. Provides appropriate background on prospects to be assigned to Vice President of Development.
- Creates the annual plan for Development Department's special projects, events and stewardship.
- Performs other duties as required.

QUALIFICATIONS:

- Bachelor's degree
- 5+ years relevant fundraising experience (preferred experience in a nonprofit)
- Exposure to major gift fundraising; proven record of accomplishment desired
- Minimum of 2 years' experience supervising a development team
- Experience working with donor database systems is preferred (DonorPerfect)
- Strong connection to the Cibolo's mission
- Relevant campaign experience is a bonus
- Possess high standards of integrity, credibility, and reliability to articulate the needs, opportunities, and aspirations of the Cibolo with clarity and enthusiasm
- Possess ability to work on multiple projects simultaneously, set priorities, and meet short deadlines with limited supervision
- Works well independently and in a group setting, a true team player
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations and foundations
- Ability to maintain a high level of poise and professionalism in all circumstances

WORK ENVIRONMENT:

- This job operates in a professional office environment
- This position may occasionally work in an outdoor setting
- Ability to work varying schedules based on program and event needs, including some evenings and weekends

APPLICATION:

Position will remain open until filled. Please submit a letter of introduction and a current resume to: hr@cibolo.org.