

Position Description for VP of Development Full-time in Boerne, TX

The Cibolo Center for Conservation mission is to promote the conservation of natural resources through education and stewardship. We provide programming for children, youth, adults and families while protecting land, water and wildlife. The Cibolo has two campuses, the Cibolo Nature Center and historic Herff Farm. Our dynamic team of more than 45 staff members brings passion, creativity, and knowledge to all that we do on our beautiful campuses along the Cibolo Creek.

SUMMARY:

Reporting to the CEO, partnering with the Executive Team, and working closely with key Board Members and partners; the Vice President of Development will be responsible for fundraising activities of the organization and will develop and implement strategies aimed at attracting financial support. This position will serve as a spokesperson on the organization's behalf to strengthen connections with internal and external constituencies. The VP of Development will be responsible for leading and implementing the organization's fundraising strategy, building, and managing the development team, as well as driving advocacy and awareness of the organization's mission.

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. The Cibolo is a family-oriented organization with many attractive benefits, including being a valued member of a winning team with an inspiring mission. The Cibolo is prepared to offer a competitive compensation package with base salary and benefits.

RESPONSIBILITIES:

- Create and implement a comprehensive fundraising strategy.
- Building a donor-centered strategy and comprehensive membership program.
- Drive awareness and advocacy of the organizational mission, need, and deliverables to expand mission impact and organizational growth.
- Lead, manage and mentor development and communication staff.
- Lead all major donor cultivation and engagement activities.
- Manage board of directors and other stakeholder relationships.
- Be an active part of the Executive leadership team leadership and participate in strategic planning activities for the organization.

QUALITIES NEEDED:

- A bachelor's degree in a relevant field is required, and a master's degree or other advanced degree is preferred.

- At least seven years in development, including such functions as annual campaigns, alumni relations, and major and planned-giving, preferably in an independent non-profit, and at least three years in a leadership role.
- Proven experience leading grant writing programs and securing funding from a variety of sources with a track record of achieving fundraising goals.
- A demonstrated passion for the organization's mission and fundraising, with a deep understanding of and commitment to the values and principles of the nonprofit sector.
- Knowledge of the field of Conservation a plus.
- Collaborative and willing to lead by example and to achieve results.
- Flexible and creative and can have fun getting serious work done.
- Strong communicator with prior experience in public speaking and external relations, and the ability to represent the organization to a variety of stakeholders.
- Prior experience creating strategic multiyear fundraising plans and building consensus among stakeholders to achieve fundraising goals.
- Demonstrated success in staff management and mentorship, with a commitment to creating a positive and inclusive work culture.
- Excellent organizational skills, with the ability to manage multiple priorities and deadlines while maintaining a high level of attention to detail and accuracy.
- Well-developed interpersonal skills that allow one to work successfully in the Cibolo community and to share with its members the strong sense of purpose and "connectedness" that is built on the mission of the Cibolo.
- Strong understanding of Donor Perfect.
- Excellent communication abilities, both verbal and written.
- A disciplined person who follows through on projects and is attentive to key details while still delegating appropriately to capable staff members and volunteers.

PERSONALITY TRAITS:

- Unquestioned integrity with an impeccable reputation, honoring commitments and dealing with people in a straightforward and personable fashion.
- An individual who is poised and polished-- yet understated-- and in the spirit of a servant leader finds fulfillment in helping others succeed.
- Accessible, approachable, and secure in his or her personal capabilities.
- Warm, genuinely interested in others, and compassionate while still exercising professionalism and accountability in a businesslike way.
- Able to work in a small, face-to-face environment that values a high degree of teamwork and collaboration.
- Well organized, clear thinking, and efficient.
- An excellent listener.

APPLICATION:

Position will remain open until filled. Please submit a letter of introduction and a current resume to: hr@cibolo.org with VP of Development in the subject line.