



## TEXAS WILDLIFE ASSOCIATION EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

**Position:** Director of Development

**Location:** San Antonio, Texas through  
May 2020 then New Braunfels, Texas

**Background:** Texas Wildlife Association (TWA) is a non-profit 501(c)4 membership association whose mission is to serve Texas wildlife and its habitat, while protecting property rights, hunting heritage, and the conservation efforts of those to value and steward wildlife resources. In pursuit of this, TWA delivers outreach programs for hunting recruitment and natural resource education. These programs are largely funded by Texas Wildlife Association Foundation (TWAF), a non-profit 501(c)3 governed by a separate Board of Trustees.

**Job Summary:** This position is the primary manager of TWAF, which includes handling all grant writing and research, donor relationships, event planning, and Board of Trustee administration. The priority role is to coordinate and execute fundraising activities while seeking new opportunities for increased revenues to TWAF.

The Director of Development will work closely with the Chief Executive Officer, Director of Finance, and the TWAF Board of Trustees. This position will also work with the Director of Marketing, Engagement Coordinator, and Program Directors.

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### **Essential Duties and Responsibilities:**

- Manage the existing portfolio of donors, focusing on grant application deadlines, annual reporting of impacts, and building relationships with key decision makers.
  - Develop and expand the portfolio of donors, to include estate and planned giving initiatives and non-traditional revenue opportunities while continuously researching new prospects for traditional grant requests.
  - Plan and execute several fundraising events each year, to include all aspects and details.
  - Coordinate all donor communications, including gift acknowledgements, promotional pieces, magazine articles, and the annual report.
  - Work directly with the Board of Trustees on fundraising initiatives, donor recruitment and development, to include coordinating and attending meetings with trustees and donors.
  - Work with the CEO on regular Board of Trustee meeting administration; participating in meetings and teleconferences.
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- Work with CEO and Director of Finance on development and tracking of the TWAF budget.
- Work as a member of the staff Management Team to evaluate association-wide activities and staff matters.
- Provide leadership and management to ensure that the mission and core values of TWA are put into practice in a success-oriented, accountable environment.
- Maintain effective written policies and systems to track progress, and measure successes that can be effectively communicated to the board, donors, and other constituents.
- Deepens, refines, and oversees all aspects of communications—from web presence to external relations—with the goal of creating a stronger brand.
- TWA expects all of its employees to be customer-service oriented and to work collaboratively, cooperatively and pleasantly with other TWA employees, with TWA members, with all other volunteers, and with the general public.

### **Qualifications:**

The Director of Development will be thoroughly committed to TWA’s mission and should have proven leadership and relationship management experience. Concrete demonstrable experience and other qualifications include:

#### *Required Education and/or Experience*

1. Bachelor’s degree or commensurate, plus at least three years’ experience managing a non-profit organization/program or business, and managing volunteers or employees.
2. Any equivalent combination of education and experience which produces the required knowledge, skills and abilities.

#### *Preferred Education and/or Experience*

1. Prefer work experience and/or education in wildlife, natural resources, or business management.
2. Prefer work experience in grant writing and research, donor development and management.

#### *Knowledge, Skills, and Abilities:*

- Excellence in organizational management with the ability to inspire and motivate others to perform by developing high-performance teams to set and achieve strategic objectives.
- Ability to work collaboratively with a volunteer board and staff management team, cultivating positive relationships while pursuing common goals.
- Strong written, visual and oral communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Solution-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people and manage competing priorities.

- Exceptional problem-solving skills, including the ability to identify and resolve problems in a timely manner and gather and analyze information skillfully.
- Detail-oriented to ensure accuracy and completeness in all internal and external communications.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed individual.
- Strong respect for confidentiality.
- Proficiency in database management for tracking donor activity and contact.
- Proficiency with Microsoft and Apple programs for word processing, presentations and graphic design.
- Ability to effectively utilize social media as a means of supporting outreach efforts.

**Time Commitment:**

This is a full-time, exempt-status position. While days and hours of work are not specifically established, the position is expected to provide an average of at least 40 hours per week primarily in collaboration with other office staff. This position requires travel on a regular basis, including weeknights and occasional weekends.

**Compensation:**

Salary will be commensurate with experience and include traditional employment benefits.

**Closing:**

This position will remain open until filled.

**Contact Information:**

Please mail or email a cover letter, resume, and letters of reference to:

Texas Wildlife Association  
Attn: David Yeates, CEO  
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San Antonio, Texas 78247  
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