

TITLE:	Development Director
REPORTS TO:	Executive Director
SUPERVISES:	Volunteers
TYPE:	Full-Time, Exempt, Grant Funded
LOCATION:	Remote
SALARY RANGE:	\$50,000 - \$70,000 per year, based on experience
BENEFITS:	Vacation, Sick Leave, & Holidays

JOB SUMMARY: The Development Director will be the primary fundraiser for Convención and responsible for overseeing the implementation and continuous improvement of the Convención's development plan, focusing on donor relationships, grant management, and stewardship efforts. The Director will work closely with leadership to ensure alignment with strategic goals and manage operational processes to drive fundraising success.

KEY RESPONSIBILITIES:

1. Development Plan Execution:

- Execute the inaugural Convención development plan.
- Update the development plan annually, ensuring alignment with strategic goals, budgetary priorities, and organizational needs.
- Evaluate the success of the development plan and suggest necessary improvements.

2. Fundraising & Donor Relationships:

- Provide initial input on fundraising goals, taking into account past performance and future opportunities.
- Own and manage a portfolio of major donor relationships.
- Serve as support on major donor relationships as needed.
- Record all donor interactions in the CRM and create tasks to advance moves management.
- Visit and cultivate relationships with Hispanic Baptist Churches to build rapport and expand fundraising efforts.
- Execute the Convención's annual stewardship plan.

3. Grant & Foundation Management:

- Identify new prospects for fundraising research and articulate organizational priorities.
- Serve as the primary point of contact for all foundation relationships.
- Lead all grant writing, application, and reporting efforts, including finalizing decisions on each application.
- Submit all grant applications and reports.

4. Operations & Collaboration:

- Identify and analyze operational challenges across departments and recommend design improvements for sustainable CRM business practices.
- Participate in monthly meetings with the Convención staff to share performance updates, activities, and stories.
- Regularly interact with the Convención accounting team to ensure transparency and alignment with financial protocols.

EDUCATION & EXPERIENCE REQUIREMENTS:

Required:

- Bachelor's degree in a relevant field (e.g., Nonprofit Management, Business Administration, Communications).
- A minimum of 3 years of experience in fundraising, development, or nonprofit work/management.
- Commitment to Christian principles and teachings both professionally and personally.
- Bilingual in Spanish and English, with strong oral and written communication skills in both languages.
- Bicultural skills, with the ability to work effectively within Hispanic Baptist communities.
- Familiarity with the Hispanic Baptist Convention of Texas, its history, vision, and work with Hispanic Baptists.
- Member of an evangelical church.
- Demonstrated experience managing donor relationships and stewardship programs.
- Ability to work remotely while maintaining strong communication and collaboration with a distributed team.

Preferred:

- Master's degree in a related field.
- 2+ years of experience in nonprofit development or fundraising within faith-based organizations.

- Experience with grant writing and managing foundation relationships.
- Proven success managing gift portfolios and conducting donor cultivation.
- Experience using CRM systems for donor management.
- Knowledge of Texas Baptist church networks and their specific needs and opportunities.

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to perform satisfactorily the essential functions of the job.

- Commitment to Christian principles and teachings both professionally and personally.
- Experience or understanding of Hispanic Baptist churches and/or culture.
- Experience ministering congregationally and regionally to Latina teens and women.
- Travel is required for this job. Ability to travel overnight at times is required. Must have valid Driver’s License and a good driving record. Must be able to obtain and maintain current government documents necessary to travel to various domestic locations.
- Proficient Spanish and English bi-lingual verbal & written communication skills:
- Ability to present information effectively and respond to questions from volunteers, Pastors, community leaders, the media and the general public appropriately.
- Ability to communicate information and ideas with clarity that promotes understanding and dialogue.
- Proficient written communication skills.
- Proficient interpersonal skills.
- Ability to maintain confidentiality.
- Basic functional ability in using current office technology, such as email, texting, and online social networking tools.

The purpose of CBHT job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can be aware and understand what is expected of them. The descriptions also provide information useful for recruiting, training and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I can perform all of the essential functions of this job. I acknowledge that I thoroughly understand the requirements of this job.

Printed Name

Signature

Date