



DEVELOPMENT DIRECTOR FOR HILL COUNTRY ALLIANCE

Founded in 2005, the [Hill Country Alliance \(HCA\)](#) brings together an ever-expanding alliance of groups throughout a 17-county region of Central Texas with the long-term objective of preserving open spaces, water supply, water quality and the unique character of the Texas Hill Country. A regional non-profit organization, HCA focuses on community engagement around protection of Hill Country land, water, and night skies. Led by a highly involved, professionally and geographically diverse board, HCA bridges traditional boundaries (e.g. urban-rural divides) through education and outreach, capacity building, gentle advocacy, and partnerships to ensure a healthy and vibrant Hill Country for future generations.

In 2021 HCA will be embarking on a lifelong journey to better represent and serve the diversity of the Hill Country and Texas in our organization and through our programming. We recognize that communities of color are too often left out of conversations about our region's future and that their involvement is imperative to meeting the challenges we face.

PRIMARY RESPONSIBILITIES

This position reports to the Executive Director of HCA. Approximately 75% of the position will be focused on fundraising, with the other 25% focused on management, communications, events, and community engagement. Primary areas of emphasis include:

- Lead overall fundraising efforts throughout the Hill Country region including grant writing and management, fundraising events, and individual donor programs for an organization with a ~\$1 million annual budget.
- Meet prospective donors and supporters on a continual basis to establish effective communications and relationships with them.
- Develop and oversee the execution of a robust individual donor stewardship program, including content development, and program innovation, implementation and evaluation.
- Manage individual giving program, including growing a mid-level giving strategy and maintaining a mid-level donor portfolio, direct mail, monthly giving, and event revenue.
- With Executive Director, identify pipeline of donors and board prospects through execution of a qualification process and analysis.
- Provide comprehensive oversight of donor database to ensure accurate data entry, donor movement tracking, gift processing, reporting and analysis.
- Manage donor database, track key relationships, and update relevant contacts.
- Management of key grants, including fulfilling annual reporting requirements, budget reviews and grantor relationships in conjunction with program staff.
- Assist in donor event planning including board-hosted HCA events, corporate sponsorship solicitation, development goal setting, and promotions.
- Develop and enhance the culture of philanthropy with HCA board members and Development Committee to build development skills and cultivate donor relationships.
- Perform other duties as assigned.

GENERAL REQUIREMENTS & PREFERRED EXPERTISE

- Strong commitment to mission and values of organization--a collaborative, proactive spirit with a passion for the lands, waters, communities, and night skies of the Hill Country.

- Undergraduate degree required. At least 3 years of relevant work experience in nonprofit development.
- Must be highly motivated, energetic, deadline-oriented and able to handle multiple priorities.
- Development and Annual Fund experience.
- Knowledge of local and national funders.
- Excellent interpersonal skills as well as verbal and written communications skills.
- Self-starter, lots of initiative and ability to work independently.
- Position may include lifting of objects up to 40lbs and outdoor work.
- Availability to work occasional evenings and weekends.
- Proficiency in Microsoft office suite and database management experience.

BENEFITS

- Flexible 40-hour work week schedule. At times evening and weekend work will be necessary, time off may be taken in the week to balance a 40-hour schedule.
- Two weeks paid vacation, all major holidays paid time off.
- HCA offices located in Dripping Springs; must be able to work from home. Amazing Hill Country experiences and a network of support in the form of HCA Board of Directors, Advisory Board, donors and partner organizations.
- Contribution to retirement plan after 6 months employment.
- Salary commensurate with experience.
- Group health insurance or stipend after 1 month employment.

Hill Country Alliance is proud to be an Affirmative Action and Equal Opportunity employer and we welcome applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. HCA is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.

The requirements listed in our job descriptions are guidelines, not hard and fast rules. If you have 75% of the qualifications listed we encourage you to apply. Applying gives you the opportunity to be considered.

We are especially excited about increasing applications from people who understand the value of promoting diversity, equity and inclusion including people with disabilities, Black, Indigenous, people of color, and LGBTQ+.

All candidates are asked to send their cover letter, resume and references to info@hillcountryalliance.org.