



## Dallas Afterschool

Dallas Afterschool, a 501(c)(3) nonprofit formed in 2007 works to level the playing field for children of all races and economic backgrounds by informing community stakeholders, supporting afterschool and summer programs and their staff members, and coordinating community resources. We envision a community with the resources and the will to provide impactful learning beyond the school day for all children.

<b>Job Title:</b>	Sr. Director of Development and Marketing	<b>Reports to:</b>	Chief Executive Officer
<b>Employment Status:</b>	Full-Time	<b>Manages Others:</b>	Yes

### Job Description:

Dallas Afterschool is seeking an accomplished senior professional to serve as its Sr. Director of Development and Marketing -a role critical in growing Dallas Afterschool's impact on the region at large. The Sr. Director of Development and Marketing will create and execute Dallas Afterschool's fundraising and development strategy, including cultivating major donors, managing campaigns, overseeing events, and collaborating with the board and Chief Executive Officer to secure financial resources and support the organization's mission. Key responsibilities include developing strategic fundraising plans, managing donor relationships, leading fundraising campaigns, and managing departmental budgets.

### Key Responsibilities

#### **Donor Cultivation & Engagement:**

- Cultivate and steward relationships with individual donors, foundations, corporations, and other stakeholders to secure major gifts and planned giving.
- Be active and visible in the community to build the brand, effectively communicating the mission and vision to key audiences (donors, prospective donors and the broader community we serve)
- Partner with the CEO to develop 5-6 leads per year and obtain meetings for CEO portfolio of donors
- Increase the involvement of current volunteers and Board committees as well as explore other volunteer structures to provide additional opportunities for donor engagement

#### **Fund Development Strategy & Management:**

- Develop and implement comprehensive development programs and strategies to identify, cultivate, and secure new donors and funding sources.
- Develop and manage annual fundraising budgets and maintain accurate donor databases.
- Provide monthly analysis and reporting on the overall performance of fundraising against budget, including strategies to stay on budget if there is a shortfall
- Lead and manage capital campaigns and annual fundraising drives/events from conception to completion, including goal setting, execution, and result tracking.
- Pursue growth strategies for existing fundraising channels and identify new opportunities to expand organizational funding
- Generate donor communications, newsletters, impact, annual reports, and maintain agency website
- Partner closely with the board of directors and the Marketing/Development committee to align fundraising efforts, leverage their networks, and achieve strategic development goals.
- Support board members as they take on a more active fundraising role

#### **Team Leadership**

- Lead and mentor the development team, fostering a positive and productive fundraising culture.
- Effectively manage day-to-day activities of the Development
- Review all grants before submission to ensure they effectively reflect targeted donor priorities

Qualifications:
<ul style="list-style-type: none"> <li>• High energy for Dallas Afterschool mission</li> <li>• 7+ years of professional experience in nonprofit development and fundraising, with a demonstrated track record of success in expanding and cultivating donor bases</li> <li>• Ability to develop and implement strategic development plans and contribute to broader organizational decision-making</li> <li>• Ability to develop and manage budgets effectively</li> <li>• Excellent interpersonal and communication skills to build and maintain strong relationships with a diverse range of stakeholders</li> <li>• Exceptional organizational skills, attention to detail, and the ability to manage multiple projects simultaneously</li> <li>• Strong leadership skills with experience managing teams and motivating others</li> <li>• CFRE preferred</li> </ul>
Application Process:
<ul style="list-style-type: none"> <li>• To be considered, please submit both a resume and a cover letter to <a href="mailto:jobs@dallasafterschool.org">jobs@dallasafterschool.org</a>; please include Application for Sr. Director of Development and Marketing in the subject line</li> <li>• Notifications will be sent confirming receipt of the application within 72 hours</li> <li>• Applicants considered for the position will be notified by phone to schedule an interview</li> </ul>
<p><i>Dallas Afterschool is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination based on race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristics.</i></p>