



## **Director of Development**

*Full-Time, in Person Role in Austin, Texas, reporting to the Vice President of Philanthropy*

### **Position Overview**

The **Director of Development** plays a critical role in advancing the organization’s mission to empower single mothers and their children to overcome homelessness for generations to come. This position combines strategic leadership with direct management of fundraising operations, donor engagement, and communications initiatives.

Reporting to the **Vice President of Philanthropy**, the Director of Development partners closely with senior leadership and volunteer committees to achieve annual revenue goals, strengthen donor relationships, and enhance organizational visibility. The Director will lead major gift cultivation and stewardship and manage development activities that support both immediate and long-term sustainability. Saint Louise House seeks a strategic, execution-focused fundraising leader to help grow philanthropic support for families overcoming homelessness.

*This role functions as a **Chief of Staff** to the VP of Philanthropy — translating vision into coordinated action and ensuring fundraising initiatives are executed with excellence. We are looking for someone who loves both building donor relationships and running strong systems.*

All employees work within the organizational values of **Hope, Effectiveness, Empowerment, Growth Mindset, Commitment, and Humility.**

### **Community Impact**

This role is pivotal in advancing a mission that transforms lives by breaking the cycle of homelessness and trauma for single mothers and their children. The Director of Development will not only secure critical resources but also serve as a visible ambassador of hope and empowerment, inspiring donors to invest in generational change.

## **Benefits**

Saint Louise House invests in our employees in several ways. We provide the tools and support needed for all staff so that they can provide the highest quality of services for our families, volunteers, and donors. In addition to fostering a positive, learning, and supportive work environment, we also offer:

- An *Experienced-based* Competitive Salary
- Paid Time Off (160 hours a year)
- Sick Time (40 Hours per year)
- Paid Holidays (12 days a year)
- Health / Dental / Vision Insurance
- Life and disability Insurance

## **Position Accountability**

### **Strategic Development**

- Develops and implements a comprehensive fundraising plan integrating major gifts, annual giving, grants, corporate partnerships, and special events.
- Collaborates with the Vice President of Philanthropy to align development strategies with organizational priorities.
- Provides regular analysis of fundraising performance and recommends adjustments to meet financial targets.

### **Major Gifts & Donor Relations**

- Identify, cultivate, solicit, and steward major donors and prospects, ensuring personalized engagement and long-term relationship building.
- Oversee donor-centered stewardship activities, including acknowledgments, impact reporting, and recognition events.
- conducts donor meetings, site visits, and events to deepen engagement and inspire giving.

### **Communications & Brand Visibility**

- Collaboration and support to the Communications Manager in donor communications and marketing strategies to enhance visibility and engagement through compelling storytelling, social media, and public relations.

- Supports the Communications Manager in the production of donor materials, annual reports, and digital content that reflect the organization's mission and values.

### **Operational Oversight**

- Manages day-to-day development operations, including CRM database integrity, donor pipeline tracking, and performance reporting.
- Provides oversight and direction to the Volunteer and Community Engagement Manager to leverage volunteer activities for donor cultivation and program support.

### **Events & Campaigns**

- Provides oversight and direction to the Special Projects Manager to optimize outreach and engagement opportunities for donor cultivation and program support.
- Direct planning and execution of signature fundraising events and campaigns, ensuring alignment with revenue goals and donor experience standards.
- Partners with committees and councils to maximize event success and community engagement.

### **Team Collaboration**

- Works closely with the Communications Manager and other development staff to ensure cohesive messaging and integrated strategies across all donor touchpoints.

### **Position Requirements**

- Bachelor's degree required.
- Minimum 5–7 years of progressive experience in nonprofit development, including major gifts, annual campaigns, and donor communications.
- Proven record of achieving fundraising goals and managing complex donor portfolios.
- Strong strategic thinking, relationship-building, and persuasive communication skills.
- Experience with CRM systems (Salesforce preferred) and fundraising best practices.
- Commitment to organizational values: **Hope, Effectiveness, Empowerment, Growth Mindset, Commitment, and Humility.**

### **Preferred Attributes**

- Experience with planned giving and legacy donor engagement.

- Familiarity with nonprofit communications and marketing.
- Comfort with public speaking and representing the organization externally.
- Knowledge of social media strategies for donor engagement.

### *About Saint Louise House*

*Saint Louise House provides a two-generation, long-term supportive housing program to mothers and their children who are overcoming homelessness in Central Texas. Our proven program provides stable housing, empowering partnership, and wraparound services. The highly individualized support we provide fosters education, financial literacy, strong family relationships, and healthy living, leading to a lifetime of self-sufficiency. With a deep belief in the power of women to transform their lives, their families, and our community, we are committed to a purposeful model for growth and sustainable change.*

*Saint Louise House is committed to the recruitment, selection, development, and promotion of employees based on individual merit. Our policy is to provide equal employment opportunity to all people without regard to race, color, religion, sex, national origin, age, or disability. We encourage applicants from traditionally underrepresented groups and diverse backgrounds, which mirror the population we serve.*

***A Cover Letter and Resume is required to apply. Please forward to:***

[slhrecruit@saintlouiseshouse.org](mailto:slhrecruit@saintlouiseshouse.org)

For more information about Saint Louise House, please visit [www.saintlouiseshouse.org](http://www.saintlouiseshouse.org)

*Please submit a cover letter illustrating your career highlights and goals. Cover letters and resumes will be reviewed, but due to the number of applications, not all candidates will be invited to interview. We appreciate each candidate's interest in Saint Louise House.*