

Job Description: Development/Fundraising Specialist -contract position for Non-Profit Organization

Overview: We seek a motivated and experienced Development Specialist to join our non-profit organization dedicated to the mission of Texas Advocates. As the Development Specialist, you will play a crucial role in securing funds to support our programs and initiatives, ensuring our continued impact and growth in the community. Texas Advocates is recognized as the leader in self-advocacy for Texans with intellectual and developmental disabilities (IDD). Texas Advocates fights to stop unfair treatment and advocate for more and better services and supports for people with disabilities to be included in their communities.

Responsibilities:

- Develop and execute strategic fundraising plans to achieve annual revenue goals.
- Identify and cultivate relationships with potential donors, sponsors, and partners.
- Organize and oversee fundraising events, campaigns, and initiatives.
- Create and maintain donor databases, ensuring accuracy and confidentiality.
- Collaborate with staff to create fundraising materials and campaigns.
- Provide stewardship to current donors, ensuring ongoing engagement and retention.
- Monitor and evaluate successes and barriers to development and adjust strategies and tactics as needed.
- Work closely with staff and the board to learn and stay informed about the organization's mission, programs, and vision to communicate with stakeholders appropriately and effectively.

Requirements:

- Proven experience in fundraising, with a track record of successfully meeting fundraising targets.
- Excellent communication and interpersonal skills, with the ability to build relationships with diverse stakeholders.
- Strong organizational and project management skills, with attention to detail.
- Ability to work independently and as part of a team while working remotely
- Proficiency in donor management software, Google Suite, and Microsoft Office Suite.
- Knowledge of fundraising techniques and best practices.

- Passion for Texas Advocates' mission and values, with a commitment to making a difference for Texans with IDD.
- Located in Central Texas.
- Willingness and ability to independently travel within Central Texas for meetings as needed with the Texas Advocates staff and donors.
- The majority of the work is remote, with occasional in-person meetings as required.

Preferred Qualifications:

- Experience working in a non-profit organization or similar setting.
- Experience with advocacy and disability rights.
- Familiarity with local community and potential donors.
- Degree in a related field or fundraising certifications.

Application Process: Interested candidates should submit a resume, cover letter outlining their qualifications and interest in the position, and contact information for three professional references to info@texadvocates.org. Applications will be reviewed on a rolling basis until the position is filled.

Texas Advocates is committed to diversity and inclusion and encourages applications from individuals of all backgrounds.

Find more information about the organization at texadvocates.org