

JOB DESCRIPTION

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| JOB TITLE: | Director of Development |
| DEPARTMENT: | The Congregational Collective |
| REPORTS TO: | Executive Director |
| EFFECTIVE DATE: | 03/04/2026 |
| CLASSIFICATION: | Exempt |
| HOME LOCATION: | 150 W. Sunset Office in San Antonio, Texas |

POSITION SUMMARY: The Director of Development works with the Executive Director to lead a comprehensive annual fundraising plan to support the revenue and program goals of The Congregational Collective. This position will help design and implement a major gifts plan and strategy to ensure that organizational goals are met through relational donor-centered planned, major, and annual giving programs.

In the future, this position will be a part of the new organization and the person filling the role will be an employee of The Congregational Collective rather than the H. E. Butt Foundation.

PROGRAM MISSION: To equip congregations to become community leaders in mental health and wellness by partnering to build support systems, networks, and ministry tools that include educational resources, training, and a network of relationships.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity and Excellence.

ESSENTIAL FUNCTIONS:

- Work with Executive Director and Board to implement and manage a major gifts program that includes a comprehensive "moves management" system (a process to document and implement steps to identify, cultivate, solicit, and steward gifts from top donor prospects to meet established fundraising revenue goals).
- Design and implement fundraising campaigns and strategies to expand donor base.
- Work with Executive Director to research and support grant opportunities that align with The Collective's purpose and strategies.
- Ensure gifts are accurately captured in CRM database and thoughtfully acknowledged in keeping with IRS requirements.
- Ensure gifts are appropriately stewarded to align with donor intent.
- Track and report to Executive Director and/or Board on progress toward goals.
- Maintain involvement with external organizations and professional groups for relational networking and continuing education.

QUALIFICATIONS:

- Bachelor's degree, advanced degree is highly desirable
- 5+ years with a proven track record of success in relevant fundraising experience
- Demonstrated success in major gifts fundraising
- Willingness to travel as required

- Experience working with Donor CRM systems
- Strong sense of calling to the mission of The Congregational Collective.
- Certified Fundraising Executive (CFRE) and member of Association of Fundraising Professionals (AFP) a plus

COMPETENCIES – Knowledge, Skills, and Abilities:

- Strong organizational skills to plan, implement, and administer successful fundraising programs and initiatives
- Proven relational skills
- Demonstrate excellence in verbal and written communications
- Adhere to the highest ethical standards, convey sensitivity to needs of the donor, and demonstrate an empathetic disposition and perseverance

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

Mental and Physical Demands

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Factors

This job operates primarily in a professional office environment mainly in San Antonio, Texas. Will experience occasional outdoor responsibilities. Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather-related conditions when working in outside environment and events. Must have flexibility to work varying schedules as needed.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE