

The Arc of San Antonio Chief Development Officer Job Announcement

The Arc of San Antonio is a non-profit social service organization whose mission is to enrich the lives of individuals with intellectual and developmental disabilities and their families. We are looking for passionate communicator who can tell The Arc's story and build lasting relationships in the philanthropic community.

Job Function: This full time position leads The Arc's development, fundraising, and external communications efforts and serves as a key part of the agency's management team. The position works directly with board members and committees, top management, and external organizations and supporters in the community to further awareness of The Arc's mission and the needs of those with intellectual and developmental disabilities. One-third of The Arc's revenue comes from community, corporate, and foundation giving.

FLSA Status: Exempt

Immediate Supervisor: President/CEO

Supervises: Development Staff, Contracted Support Staff

Primary Work Hours: Monday-Friday, 8:00 AM – 4:30 PM, with occasional flexing of hours as conditions demand.

Qualifications for Position: The preferred individual will have at least five years of experience in nonprofit development, fundraising, and/or community relations. A bachelor's degree in a related field is required; master's degrees valued. Knowledge of corporate and individual philanthropy in the San Antonio area desirable. Excellent verbal and written communications skills are required along with mature judgment and behavior. Must be competent in basic office computer software, donor management software, publication software, and social media applications. Must be willing to work flexible hours as needed with standard hours of 8-5, Monday-Friday.

Salary Range: \$75,000-\$90,000 annually

Benefits: Group medical, dental, vision, life and short-term disability insurance plans; paid holidays and PTO (paid vacation/sick/personal leave); supportive and collaborative work environment.

Duties/Responsibilities:

- Responsible for Development activities:
 - Strengthens ties between the community and The Arc with overall goals of: increasing awareness of the agency and those served, increasing donor reach, increasing individual giving (through time, in-kind, and/or monetary donations)
 - Works closely with CEO/CFO and board to create strategic planning goals and fundraising strategies and to ensure their execution
 - Participates as a part of the Arc's management team in budgeting and program development activities

- Responsible for Fundraising activities:
 - Grants-
 - Manages and writes grants; tracks grant progress from research to application to reporting (with assistance from appropriate management staff); facilitates relationships with grantors/foundations
 - Individual Giving-
 - Cultivates private donor giving with a goal of increasing annual gifts and building a major gifts pipeline
 - To include annual appeals and any capital campaigns
 - Manages current donor relations database
 - Provides internal direction for externally driven campaigns such as: United Way, Big Give San Antonio
 - Events/Corporate Giving-
 - Directs organization of The Arc's fundraising and community building events such as: The Annual Gala, The Arc's Achievers Banquet

- Responsible for External Communications activities:
 - Oversees content creation and presentation of The Arc's website and social media outlets
 - Oversees production and distribution (print and electronic) of agency publications as needed
 - Develops presentations and materials to promote The Arc of San Antonio and its mission in the community
 - Coordinates with local media regarding activities and initiatives of the agency
 - Works directly with Arc participants/clients/families as needed to involve them in community activities, presentations, or events to promote The Arc.

Interested applicants should submit resume and cover letter to Dona Kotzur, President/CEO, by email at: dkotzur@arc-sa.org