



HOSTS THE



WHICH BENEFITS



## DIRECTOR OF DEVELOPMENT & STRATEGIC PARTNERSHIPS

**Reports to:** Executive Director

**Status:** Salary Exempt

### **THE OPPORTUNITY**

Momentous Institute seeks a strong fundraising professional to partner with the Executive Director, the Board's Development Committee and the Salesmanship Club of Dallas to serve as Director of Development. The successful candidate will strengthen the team's comprehensive plan for forming key external alliances, helping forge new relationships to build Momentous Institute's visibility, impact and financial resources in concert with all the fundraising efforts of the Salesmanship Club of Dallas (such as the AT&T Byron Nelson).

Essential duties and responsibilities of the Director of Development include the following:

### **Cultivate a Culture of Philanthropy**

- Work closely with the Development Committee and members of Salesmanship Club of Dallas to strengthen Momentous Institute's development program, identifying funds needed, preferred funding targets and approaches.
- Work closely with program directors to document needs of children and families and how enhanced services could address current gaps.
- Build ownership for and participation in philanthropy within Salesmanship Club and at Momentous Institute.
- Communicate fundraising goals and progress throughout Momentous Institute and Salesmanship Club of Dallas.

### **Raise Momentous Institute Profile**

- Build and maintain key strategic relationships within the philanthropic community.
- Collaborate with the leadership team in planning and implementing donor events that raise the profile of Momentous Institute.
- Demonstrate thought leadership by developing events and strategies that build awareness and understanding of social emotional health.
- Present to community groups, civic organizations and others to promote Momentous Institute and build awareness and understanding of social emotional health.

### **Diversify Revenue Sources**

- Cultivate transformative relationships with new and existing donors to significantly attract (and add to) major gifts to Momentous Institute.
- Broaden the base of support through the creation of new initiatives such as the Annual Giving campaign.
- Review existing fund development initiatives for growth potential—such as attracting additional participants to the Red Heart Society and expanding relationships with regional and national foundations.
- Monitor all donor information; provide and regularly present statistical analysis to the Development Committee and the leadership team.

### **Strengthen Development Operations**

- Manage a talented, passionate team of five development professionals.

- Oversee a comprehensive donor stewardship program that recognizes, thanks and reports to donors in a timely manner.
- Seek to expand the utility of Raiser’s Edge, its capture of current activity, and the insights it can generate to expand donor cultivation.
- Improve organizational capacity to capture names, leverage contact information, and build relationships with new donors, particularly through Momentous Institute’s professional development events and the AT&T Byron Nelson.

The Director of Development reports to Momentous Institute Executive Director and works in a highly collaborative fashion with other members of the executive team including:

- Director of Innovation and Impact
- Director of Operations
- Director of Education
- Director of Therapeutic Services
- Director of Leadership and Governance
- Senior Director of Communications
- Senior Director of Finance

The collaborative nature of the organization extends to leaders and staff at the Salesmanship Club of Dallas and the Salesmanship Club Charitable Golf of Dallas, as well as to the legion of Club Members who are remarkable volunteer ambassadors and fundraisers for Momentous Institute.

### **SUCCESSFUL CANDIDATE OVERVIEW**

Momentous Institute seeks an experienced senior development professional with a solid background in the fundamentals of fundraising, someone with distinct managerial competence and a particular expertise in strategic relationship building. The Director of Development will reliably and productively engage with others at varying levels of seniority within and outside Momentous Institute. She/he will delight in the support given by Salesmanship Club members in building donor relationships. The successful candidate will genuinely like and embrace the mission of Momentous Institute and be a masterful communicator sharing its story and vision.

#### **Candidates will possess the following education and experience:**

- Undergraduate degree required; advanced degree preferred
- 10-plus years of professional experience in a nonprofit organization; demonstrated success in a development function
- Experience managing staff
- Exhibits core values of the Salesmanship Club and Momentous Institute: respectfulness, stewardship, innovation, collaboration, and hope.

#### **Successful candidates will demonstrate the following competencies:**

- Building philanthropic relationships with individuals and organizations, based upon a common vision for, and valuation of, the institution (measured through fundraising donors, dollars, significant major gifts, and similar).
- Interpersonal effectiveness—skilled at establishing and cultivating strong relationships with peers and partners, across different levels of an organization and externally.
- Communications—effectively communicates vision (orally and in writing); actively listens, and understands the effectiveness of attributing credit to partners where possible, all while reflecting a strong presence and command of the issues. Comfortable with public speaking.
- Personal and leadership management style that promotes teamwork and accessibility, retains high performing staff, and delegates and encourages individual accountability (evaluated through evidence of leading a work environment recognized for a high level of organization, timeliness, cost-effectiveness, accuracy, and results).

- Managing staff, including assuring goal congruence, providing coaching, and promoting training/professional development.

**Successful candidates will also demonstrate the following key personal characteristics:**

- Deep respect for people, including clients and their families, staff, Club members and donors
- Flexible, optimistic and positive style; a leader who motivates and encourages others
- A professional and resourceful style: can work independently and as a team player, take initiative, and manage multiple tasks and projects at a time
- Able to identify common goals and objectives
- Problem-solving mindset
- Achievement orientation; takes initiative
- Unquestioned integrity

**Interested:**

Applications are currently being accepted and the position will remain open until filled.

Please send letter of interest and resume to:

**Momentous Institute HR Department**

[employment@momentousinstitute.org](mailto:employment@momentousinstitute.org).

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

## Policy Statement

**No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.**