



Director of Development Job Description

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision. Compassion and Integrity mean that we work together and make decisions for the greater good – with open, honest, and respectful communication, taking responsibility for what we do and say. Community means that we provide a safe, welcoming, supportive environment that encourages balance, wellness, and team spirit; we create connections through acts of service both inside and outside the organization. Vision means that we learn from our failures, following our relentless curiosity and striving to improve, learn, and grow by asking questions, seeking knowledge, and stretching beyond our comfort zone.

We hire, fire, review, reward, and recognize our teammates based on these characteristics, so it's important that you share these values in order to be part of our team.

POSITION OVERVIEW

The Williamson County Children's Advocacy Center (WCCAC) is a nonprofit that provides free services to child victims of abuse and their non-offending caregivers and other family members.

Under the supervision of the Chief Advancement Officer, the Director of Development is responsible for leading and executing WCCAC's comprehensive fundraising strategy to secure the financial resources necessary to advance the organization's mission. The Director of Development oversees all aspects of philanthropy, including major gifts, corporate partnerships, foundation grants, special events, donor stewardship, annual giving campaigns and development operations. This position serves as a key ambassador for WCCAC, cultivating meaningful relationships with donors, sponsors, community leaders, and funding partners while providing leadership and support to the Development Team.

Reports To: Chief Advancement Officer

Commitment Type: Full Time (40 hours a week)

Base of Operation: Georgetown, Texas

Salary: Based on Qualifications, Exempt

Benefits: IRA 3% matching; Health, Dental, Vision, Life and AD&D Insurance; Medical Bridge and Insurance Cafeteria Plan; Employee Assistance Program (EAP); PTO

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundraising Strategy & Revenue Growth

- Develop and implement a comprehensive annual and multi-year fundraising strategy aligned with organizational priorities and strategic goals.
- Establish and monitor fundraising goals, benchmarks, and performance metrics.
- Identify and cultivate diversified funding streams, including individual donors, corporations, foundations, planned giving, and community partnerships.
- Partner with executive leadership to develop annual fundraising budgets and revenue forecasts.
- Analyze fundraising trends and donor data to identify opportunities for growth and increased engagement.
- Prepare regular fundraising reports and updates for leadership and the Board of Directors.

Major Gifts & Donor Relations

- Build, cultivate, and steward relationships with current and prospective major donors, sponsors, and community partners.
- Develop and implement donor cultivation and stewardship plans.
- Conduct donor visits, presentations, and funding conversations.
- Oversee donor recognition programs and appreciation initiatives.
- Ensure timely and meaningful communication with donors regarding the impact of their contributions.
- Support Board members and executive leadership in donor engagement and fundraising activities.

Grants & Foundation Relations

- Oversee the grant development process, including prospect research, proposal development, submission, reporting, and stewardship.
- Supervise grant writing activities and collaborate with program leaders to gather data and outcomes.
- Monitor grant compliance requirements and reporting deadlines.
- Build and maintain relationships with foundation representatives and grant funders.
- Review and approve grant proposals, reports, and supporting documentation before submission.

Fundraising Events & Community Engagement

- Provide strategic oversight for fundraising events, campaigns, and community engagement initiatives.
- Guide event planning, sponsorship development, donor engagement strategies, and post-event evaluation.
- Collaborate with staff, volunteers, committees, and community partners to maximize event success.
- Identify opportunities to expand community awareness and support for WCCAC through special events and campaigns.
- Evaluate event outcomes and recommend improvements to increase revenue and donor engagement.

Development Operations & Data Management

- Ensure the integrity and effective utilization of donor databases and fundraising systems.
- Oversee donor tracking, gift processing, acknowledgment procedures, and reporting systems.
- Utilize donor analytics and fundraising metrics to inform strategic decision-making.
- Develop and maintain fundraising policies, procedures, and best practices.
- Ensure compliance with donor intent, grant requirements, and applicable nonprofit regulations.

Leadership & Team Development

- Supervise, coach, and develop Development Department staff.
- Foster a collaborative, mission-driven culture focused on accountability and continuous improvement.
- Establish clear performance expectations and provide ongoing feedback and professional development opportunities.
- Promote strong collaboration between Development, Programs, Finance, and Community Engagement teams.

ADDITIONAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Representing the organization within the community at various networking meetings, working groups, and community events.
- Active participation during internal meetings such as staff meetings, leadership meetings, and team meetings.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in a relevant field (e.g., nonprofit management, social work, criminal justice, public health, community development, communications).
- Minimum of 5-7 years of progressive fundraising experience including donor cultivation, grants, sponsorships, and event fundraising.
- Minimum of 3 years of supervisory or leadership experience.
- Demonstrated success securing major gifts, grants, sponsorships, and diversified funding sources.
- Strong understanding of donor database systems and fundraising analytics (NEON preferred).
- Exceptional relationship-building, communication, and presentation skills.
- Experience managing multiple projects, deadlines, and priorities simultaneously.
- Commitment to the mission and values of WCCAC.
- Ability to work Monday – Friday, occasional weekends, and evenings.
- Excellent communication, interpersonal skills, and attention to detail.
- Ability to collaborate effectively with diverse stakeholders.
- Demonstrated leadership and project management skills.
- Cultural competence and an ability to work with diverse populations.
- Strong computer skills, including Microsoft Office 365 (Outlook, Word, Excel, PowerPoint)
- Must also have reliable transportation and possess a valid Texas Driver's License that meets the Center's insurance company's requirement for coverage.
- Ability to pass annual criminal and Department of Family and Protective Services (DFPS) background checks, as well as clear the National Sex Offender Public Website and SafeSport registries.
- Passion for advocating on behalf of children and families affected by abuse.

PHYSICAL REQUIREMENTS:

- Must be able to perform tasks in a stationary position and move around various buildings.
- Must be able to operate office machinery, such as a computer, phone, and copier.
- Must be able to communicate information and ideas so others will understand.

- Must be able to occasionally move boxes weighing up to 30 pounds across the office for various needs.
- Must be able to work in outdoor weather conditions on occasion.

Reasonable Accommodations Statement: *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodation may be made to help enable qualified individuals with disabilities to perform the functions required.*

This is a grant-funded position that is expected to be ongoing.