



## Job Description

### Development Manager: SBP Texas

<b>Job Title:</b>	Development Manager	<b>Full-Time/ Part-Time:</b>	Full-Time
Division/ Department:	Development	Hourly/ Salary:	Salary
Salary/ Salary Range or Hourly Rate:	Commensurate with experience	Regular/ Temporary/ Per Diem:	Regular
Work Schedule:	Monday-Friday	Exempt/ Non-Exempt:	Exempt
<b>Company Overview:</b>			
<p>SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 50 staff and 180 AmeriCorps members, SBP has rebuilt 1,200 homes across 8 states and shared best practices with many more.</p> <p>SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services by increasing preparedness among vulnerable communities.</p> <p>SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.</p>			
<b>Job Summary:</b>			
<p>The Development Manager, who will report to the National Development Director, will implement an effective fundraising strategy to meet organizational needs. The Development Manager will be responsible for funds solicitation in the form of direct asks, grants, events and campaigns from individuals, corporations, foundations, volunteers to address the damage following Hurricane Harvey. The Development Manager will be responsible for marketing and outreach as well as social media and media.</p>			
<b>Qualifications:</b>			
<ul style="list-style-type: none"> <li>● 1-3 years experience in sales or fundraising.</li> <li>● Knowledge of local fundraising and/or nonprofit community preferred, but not required.</li> <li>● Clear communication skills and a strong sense of maturity, positivity, and professionalism.</li> <li>● Able to satisfactorily pass a Criminal History Check to include sex offender registry, Texas State Police, and FBI.</li> <li>● Valid driver license and reliable transportation.</li> <li>● Strong interpersonal and relationship building skills.</li> <li>● Positive, solutions-oriented attitude and desire to achieve results for disaster impacted families.</li> <li>● Strong passion for SBP's mission and work.</li> </ul>			
<b>Responsibilities:</b>			
<b>Development and Marketing:</b>			



## Job Description Development Manager: SBP Texas

- A. Work with Development Team to create and implement strategies that result in funding for program operations to include a diverse mix of local campaigns and events that will attract, retain and engage individual donors and local businesses.
- B. Conduct prospect research and implement fundraising strategies for new and existing community stakeholders.
- C. Develop and implement consistent communications with all volunteers, funders and stakeholders via email blasts, newsletters, social media, etc. Represent the organization as needed at meetings, events and on phone calls.
- D. Represent SBP at fundraising events, donor meetings and media events.
- E. Collaborate with National Development Director on Texas fundraising initiatives.

### **Leadership and Management:**

- A. Implement overall vision and goals for Development Department, commensurate with Director's vision.
- B. Display strong commitment to SBP's mission, values, and ethos of community service and continual improvement.
- C. Foster relationships of trust, respect and accountability in collaborating with other team members and departments.

### **Primary Relationships:**

This position reports to the Texas Executive Director. This position works alongside 5 managers, including the AmeriCorps Program Manager, Data and Office Manager, Client Services Manager, Project Manager and Volunteer Manager.

### **Performance Expectations:**

The individual is expected to:

- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions.
- Establish strong and appropriate relationships with Executive Director, staff, volunteers, and the general community.
- Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines.
- Maintain a flexible work schedule.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.
- Provide effective leadership for staff and take full accountability for achieving departmental and organizational goals.

### **To Apply:**

Submit a tailored cover letter, resume, three professional references and salary history to [txhiring@sbpusa.org](mailto:txhiring@sbpusa.org). We will follow up with qualified candidates- please no calls or emails after your submission.



## Job Description Development Manager: SBP Texas

*SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.*

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints may arise pursuant to Section 504.*