

At **Be An Angel Fund**, our mission is to improve the quality of life for children with multiple disabilities or profound deafness by providing wheelchairs, hearing aids and other adaptive equipment and select services to individuals and institutions that require a supplement to alternative means of funding.

As our vision, we strive to use all available means to help create a world where every special needs or profoundly deaf child has the opportunity to experience improvements in the personal quality of life, in order to facilitate that child's ability to grow physically and emotionally to the full extent of their individual capacity.

We are always seeking talented professionals to join us in changing the lives of special needs or profoundly deaf children and their families. We value innovative, dedicated and compassionate people who are looking for to make an impact and are able to adapt to continuous change. As a valued employee, you must be flexible and able to meet any challenge that comes your way.

Development and Marketing Director

By utilizing your tenacity, superior communication skills and your compassionate outlook, we will rely on you to be responsible for all marketing and fundraising activities with a primary focus on generating new and growing solid revenue streams. Reporting directly to the Executive Director and supported by the organizations' Board of Directors, you will collaborate with sources from local community volunteers in carrying out specific tasks associated with special events and/or fundraising. Specific job responsibilities include but are not limited to:

Grant Writing

- Research potential grant opportunities
- Write and submit well thought out proposals to appropriate foundations, companies and other associations
- Compose and guide thank you letters for awarded funds
- Keep accurate up-to-date accountability of each major grant activity

Special Events

- Work with Event Coordination, volunteers and committee members to plan and oversee all aspects of event activities including but not limited to silent and live auctions associated with event, sponsorships, ticket sales, etc.
- Coordinate all logistic requirements
- Formulate all advertising and marketing for events working with Public Relations Coordinator
- Develop and create contact list (corporations and individuals) for new and ongoing sponsorship opportunities related to event

- Manage event software

Donor Relations (priority)

- Document, monitor and report all donor gifts; Maintain personal contact with key constituents including existing and potential donors, prospective families, companies, foundations, influential community leaders, etc.
- Ensure that all donors' gifts are acknowledged within 24 to 48 hours upon receipt; ensure acknowledgement letters are updated quarterly and are appropriate and meaningful
- Share the significance and impact of all gifts on an annual basis with a variety of new and meaningful organizational stories while creating as many of the contacts as personal and individualized as possible. Develop and maintain quarterly newsletter.
- Participate in major gifts strategy sessions for past and current major gift donors
- Develop corporate and foundation contacts and strengthen those relationships
- Solicit corporations, foundations and other organizations for gifts. Emphasis on major gifts over \$5,000

Public Awareness

- Develop, Create and Maintain copies of all e-mail blasts and newsletters
- Write all press releases and keeps PR company aware of all ongoing schedules
- Aids with development and marketing plan and Board committee
- Research, write and publish children's stories

Research and Database Management

- Update, delete and consolidate existing files so that they are a useful tool for staff and senior volunteers
- Ensure all donor records are maintained in an ethical and confidential manner
- Manage donor management software (Working Knowledge of DONOR PERFECT)
- **Aid in programmatic areas as needed**

Skills and Qualifications

- Bachelor's degree in Public Relations, Marketing, Journalism or similar field AND/OR previous sales and/or marketing experience in a commercial or non-profit setting
- Excellent organizational capacity and demonstrated ability to be self-directed and self-motivated
- Strong written and verbal communication skills, an attention to detail, an aptitude for logical thinking, a commitment to professional ethics, and the ability to interact with development staff
- Ability to handle sensitive and confidential information

- Extensive computer skills, including proficiency with Microsoft Office, Donor Perfect (or other similar donor management software as well as Greater Giving), Adobe Photoshop, InDesign and Illustrator as well as Internet.
- Demonstrated ability to work in a team environment, manage multiple projects simultaneously and meet goals in a timely manner
- Valid driver's license and proof of auto insurance
- Must be able to lift 50 lbs. or more
- Ability to travel locally as well as some overnight travel to Dallas and San Antonio

Benefits:

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive salary annually, depending on experience, and an extensive benefits package including paid time off, medical, dental and vision benefits and future growth. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To apply for this position, please send your resume and references to Marti Boone, Executive Director at marti@beanangel.org