



Presbyterian Children's
Homes and ServicesSM

The PCHAS Way

The work of all employees is designed to carry out the Agency Plan:

- The Agency's Mission
- The Philosophy of Care
- The Department's Operational Plan
- Excellent Training
- Effective Supervision
- Continual Evaluation
- Sound Business Practices

2023 Job Description

Job Title: Development Officer, Austin-Central TX

FLSA Status: Exempt, Full Time

Reports to: Director of Development

Authorized Driver: Yes

Supervision Responsibilities: None

Prepared Date: January 1, 2023

Position Summary

This position is responsible for maximizing philanthropic support from donors who live in the Austin and Central Texas region which stretches from Austin to Midland. This Austin-based position reports to the Director of Development, who is based in Fort Worth. This position does not supervise anyone at this time.

Essential Job Functions

- Maximizes philanthropic support in the form of budget funding gifts from individual major donors, churches, and church related groups, and service organizations
- Records all actions related to donor cultivations and solicitations in the NXT data base
- Contacts (in person, phone or note) 125 assigned major donors and 50 assigned caring congregations at least once per quarter
- Hosts 10 or more PCHAS Gatherings per year
- Hosts an Austin fundraising luncheon once a year
- Recruits and trains "Ambassadors," PCHAS volunteer-advocate for the agency's mission
- Meets or exceeds annual fundraising goals for one's assigned region
- Monitors progress towards stated goals using weekly and quarterly gift reports
- Secondarily works with donors Seeks outright and planned gifts for approved capital maintenance projects or funding a named endowment fund
- Coordinates two annual in-kind campaigns for school supplies and Christmas gifts
- Performs other job-related duties as assigned

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Working Conditions

Development activities are carried out in a variety of settings. Some functions are performed in a home office or PCHAS office environment while others occur in a donor's home or place of business. Travel is required to meet with the position's direct supervisor, the Senior Vice President of Development, and other staff to attend development staff planning retreats and to meet with donors and church-related partners.

Job Requirements

- A college degree in management, marketing, or a field compatible with the general skills required to accomplish the tasks of the position is strongly preferred.
- Demonstrated 1-3 years of work experience and documented success in the areas of major gifts and special events is strongly preferred.
- Certification as a professional fund-raiser is desirable, but not required.
- Current knowledge of or excellent aptitude for learning and implementing major gift strategies is strongly preferred.
- A positive and flexible interpersonal communication style is strongly preferred.

Other Requirements

Must hold a valid driver's license, have and maintain a risk-free driving record. Must be willing to undergo initial and periodic child abuse/neglect, criminal history, sexual offender, and child care/elder care disqualification list screenings. As requested, must submit fingerprints for review by the state of your employment and Federal Bureau of Investigation (FBI). Must undergo a pre-employment drug screen and a pre-employment physical with the results showing no evidence of communicable disease.

Christian Commitment

Presbyterian Children's Homes and Services is a faith-based Christian organization. We provide Christ-centered care and support to children and families in need. We strive to serve like Jesus. We meet our clients where they are and treat them with respect. We focus on our clients' strengths rather than their problems. And we encourage our clients to focus on their future rather than their past. Staff are not required to practice the Christian faith, but should share our agency's values.

Disclaimer

I have read and understand the responsibilities, qualifications, and demands of this job position and I have had the opportunity to review this job description with my immediate supervisor. I understand that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of me. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Employee Print Name

Employee Signature

Date

Supervisor Print Name

Supervisor Signature

Date

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT