

THE BRISBEN CENTER
(Thurman Brisben Homeless Shelter Inc.)
Director of Development
POSITION DESCRIPTION

Rev:05/26/2025

Position: Director of Development

Status: Salaried, full time, exempt

Reports to: Chief Executive Officer

Salary: Up to \$85,000/yr

Benefits:

Paid Time Off

Healthcare Coverage Options

Bonus Potential

Purpose:

Dedicated goal oriented individual to focus on fundraising to meet and exceed the goals of the organization. Including the planning, development, initiation, management, and reporting results on fundraising initiatives. Closely collaborating with the Chief Executive Officer and assigned staff.

Duties and Responsibilities:

1. Research, identify, cultivate, solicit, connect, and steward donors and prospects
2. Secure individual, corporate, and foundation donations. Including but not limited to; annuities, and endowments through individual meetings, campaigns, major gifts, grants, social media, and online fundraising.
3. Provide leadership to plan, organize and deliver fundraising events
4. Provide leadership, coaching, and hands-on engagement with staff and the Board of Directors to increase their capabilities and effectiveness for fundraising
5. Maintain accurate and timely records of interactions and donations using agency assigned software

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6. Develop, produce print and digital media and products to promote and support fundraising
7. Make public and private presentations to inform, inspire, and engage donors and prospects
8. Build coalitions and partnerships to secure funding, refer volunteers, and engage in-kind donors
9. Participate in the annual budgeting process to establish and achieve fundraising goals
10. Collaborate with assigned staff to develop grant proposals
11. Perform other duties as assigned.

Qualifications:

- Bachelor's degree in business management, human relations, nonprofit management, or related field
- Demonstrated experience and success with a variety of nonprofit organization fund raising
- Experience with community building/organizing, campaign organizing, and/or other forms of constituent building
- Experience with event planning and implementation
- Passion for and commitment to the purpose, goals, and objectives of the Brisben Center
- Excellent verbal and written communicator
- Comfortable with direct asks for donations
- Creative/imaginative

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- Flexible self-starter and collaborative team player
- Demonstrates integrity
- Maintains strict confidentiality
- Excellent storyteller, motivator, persuasive, and proven ability to build relationships
- Flexible
- Excellent skills with researching donors and prospects
- Possess strong organizational, strategic, and interpersonal skills
- Demonstrated success in working with diverse individuals, groups, and communities
- Ability to work a flexible schedule, to include some scheduled evenings and weekends
- Strong command of MS Office 365 tools including Word, Outlook, Power Point, Excel, Teams, and One Drive (cloud storage)
- Valid driver's license, reliable transportation, and automotive liability insurance required by statute
- Submit to applicable background screening

To apply: Please send your resume and cover letter by Monday, July 14, 2025 to Nisenson Consulting LLC at amy.nisenson@gmail.com