



## Development Director Job Description

**Position:** Development Director

**Pay range:** \$70,000 to \$90,000, depending on experience

**Benefits:** Qualified Small Employer Health Reimbursement Arrangement; 401k retirement plan with up to 4% employer match; professional development allowance; 20 days/year paid time off for vacation, sick leave, or other needs; and 12 days/year paid holidays.

**Location:** Must be located in Texas. Work from home with regular virtual and in person meetings with Board members, donors, and prospects.

**Travel:** 25% - 40%

**Hours:** Full-time

**Application deadline:** September 8, 2023 or until the position is filled

### About Commission Shift and Commission Shift Action

Commission Shift is a fast-growing Texas-based 501(c)(3) non-profit founded in March 2021. Our mission is to reform oil and gas oversight by building public support to hold the Railroad Commission of Texas accountable to its mission in a shifting energy landscape.

Commission Shift Action, the 501(c)(4) advocacy partner of Commission Shift, mobilizes the public to hold the Railroad Commission of Texas accountable to its mission through legislative involvement and voter education and empowerment.

The Railroad Commission of Texas (RRC) is one of the most important oil and gas regulators in the world. Contrary to what its name implies, the Railroad Commission has no authority over railroads. Instead, the agency oversees oil and gas development, coal and uranium mining, and gas utility service in Texas, among other functions. Its mission is to serve Texas through stewardship of natural resources and the environment, concern for personal and community safety, and support of enhanced development and economic vitality for the benefit of Texans.

Commission Shift's goal is to build broad public support from a wide array of stakeholder voices to advance changes at the RRC that improve the agency's function, transparency, and accountability to people and places impacted by the oil and gas industry. Too often, the Commission has promoted accelerated development of oil and gas over all other parts of its mission -- to the detriment of natural resources and the environment, safety, and economic vitality.

Learn more about Commission Shift by visiting our website, [www.commissionshift.org](http://www.commissionshift.org).



## **Position Description**

Commission Shift is hiring a Development Director, to build and diversify the organization's fundraising capacities. The initial focus in this role will be to raise funds for our partner organization, Commission Shift Action, a 501(c)(4) non-profit.

The Development Director will report to the Executive Director and will collaborate with all departments to appropriately communicate Commission Shift and Commission Shift Action's work and achievements to donors and donor prospects. The role of the Development Director will be to build a robust and diverse fundraising program of individuals, corporations, and foundations. We seek a passionate person with creativity, experience, and who considers models and plans for fundraising within the context of Commission Shift's culture and values.

The Development Director will also be responsible for driving both Boards' development and management in service to the organization to maximize efficiencies, support the Executive Director, and aid in message development, Board and stakeholder management and development, donor prospecting, solicitation and stewardship, and strategic and long term fundraising planning.

As it relates to Commission Shift Action, specifically, the Development Director is expected to play a key role with other senior leaders in shaping program development and identifying opportunities by considering feedback from advisors, and conducting funding landscape research and data mining.

## **Responsibilities**

- Develop, manage and execute annual fundraising plans for both organizations: Commission Shift and Commission Shift Action
- Work closely with Executive Director and Board of Directors to direct all fundraising for Commission Shift and Commission Shift Action; develop, manage, and steward donor and donor prospect relationships
- Develop a plan for Board member recruitment with the Executive Director
- Organizing and follow-up for Board of Directors meetings, including the meetings of the Development Committee
- Develop and grow a major gifts program including identification, cultivation and solicitation of major donors.
- Develop and manage a donor stewardship program
- Monitor and evaluate the monthly, quarterly, and annual budget alongside fundraising goals and progress
- Meet prospective donors and supporters on a continual basis to establish effective communications and relationships with them

- Direct oversight of fundraising event coordination, communication with vendors, hosts and sponsors
- Oversee creation of publications to support fundraising activities
- Prepare fact sheets, FAQs, talking points, and speeches for the Executive Director and other staff as needed for development
- Collaborate with the organizing team and communications team to develop written materials and presentations suitable for general/donor audiences
- Maintain organized files and manage and optimize donor data
- Perform other duties as requested

## Required minimum qualifications

- Embraces the mission of Commission Shift and its values
- Bachelor's degree or equivalent professional experience
- Knowledge of or experience with the 501(c)(4) and/or 501(c)(3) nonprofit funding landscape
- Knowledge of and experience with developing, executing, and evaluating fundraising plans including the analysis of fundraising data
- Knowledge of and experience with fundraising strategies and techniques, particularly Board fundraising, major gift development, grant writing and reporting, and online and digital giving
- Proficient using Microsoft Word and Powerpoint and the ability to perform basic math functions in Excel for data analysis
- Willingness to learn how to use Google Workspace applications including Drive, Docs, Sheets, Slides, and Forms
- Willingness to learn how to use EveryAction donor management software and Asana project management software.
- Possesses excellent written and verbal communication skills in English
- Possesses the skills to work with and motivate staff, Board, and volunteers
- Desire to get out of the office (physically and virtually) and build external relationships in partnership with volunteer leaders and to initiate donor visits and fundraising calls
- Organized and exhibits "follow through" on tasks and goals
- Attention to detail, maintains organized electronic files, and manages time and expectations with respect to deadlines
- Demonstrated commitment to anti-racism and continuous learning
- Displays a positive attitude, shows concern for people and community, demonstrates presence, self-confidence, common sense and good listening ability
- Respectful and empathetic of individuals and groups coming from a variety of backgrounds and viewpoints (e.g. progressive or conservative; rural or urban; various education levels; across races, ethnicities, languages, and genders)
- Must abide by the [Code of Ethical Principles and Standards of Professional Practice](#)

## **Desired qualifications, not required**

The ideal candidate will have some combination of the following qualifications, but does not need to meet all of the following criteria.

- Familiarity with EveryAction or other donor management tools
- Knowledge of or experience with the Texas fundraising landscape
- Knowledge of or experience with the Railroad Commission of Texas
- Knowledge of or experience with the 501(c)(4) advocacy fundraising landscape

## **Technology Requirements**

- Phone and internet access allowing for multiple phone or video calls per day

## **How to apply**

**Send a resume (no more than two pages) and cover letter to Cristina Ayala, [Cristina@AyalaCSM.com](mailto:Cristina@AyalaCSM.com) with the subject "CS - Development Director Application."**

Applicants with a nontraditional career path or gaps in employment are encouraged to share knowledge, strengths, or skills they developed during this nontraditional experience in their cover letter, if desired.

## **Commitment to Equity, Inclusion, and Diversity**

Commission Shift believes that corporate and institutional bad behavior disproportionately hurts the most marginalized people in society — including people of color, people from working class backgrounds, women, LGBTQIA+ individuals, and people with disabilities. We believe that these communities must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of marginalized communities that are not listed here.

Commission Shift is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.