



## POSITION DESCRIPTION

### **Senior Director of Development**

July 2026

#### **About Every Texan**

Every Texan believes that social justice requires public policy. Since its founding in 1985, Every Texan (formerly the Center for Public Policy Priorities) has leveraged public policy to expand opportunity and equity for Texans of all backgrounds.

Even though our state has enough resources for everyone to thrive, too many Texans can't access the conditions they need to do so. That's where we come in. We research, analyze, and advocate for public policies to achieve equitable access to quality health care, food security, education, and good jobs.

#### **About the Role**

The Senior Director of Development develops the financial resources to advance Every Texan's mission and ensure the organization's sustainability. As the leader of Every Texan's Development team, the Senior Director of Development designs the organization's strategy for generating revenue from grants, individual gifts, events, and earned revenue, and supports the team to execute that strategy.

This person understands how to cultivate trusting donor relationships, build strong team-wide systems and processes, and design a sustainable long-term fundraising strategy. The Senior Director of Development will understand what moves people and foundations to invest in policy advocacy, and will know how to build out a base of funders and donors who align with Every Texan's mission and values. Supervising and providing strategic guidance for a team that may include up to two additional members, this person will be a skilled communicator, people manager, and project manager who is eager to build their own team and processes. The Senior Director of Development shares Every Texan's deep commitment to creating pathways to policy advocacy, breaking down systems of inequity, and advancing social justice through durable policy change.

#### **Roles and Responsibilities**

##### **Fundraising Across Grants, Gifts, Fee-for-Service Projects, and Events**

- Design and lead the execution of Every Texan's fundraising strategy across all revenue streams, including foundation grants, individual gifts, fee-for-service projects, and events
- Diversify and grow Every Texan's revenue by expanding its base of funders, including foundations, individual donors, corporate sponsors, and others
- Design and direct a complementary strategy for increasing income from earned revenue

- Collaborate with and support the Executive Director to cultivate relationships with foundation program officers, major individual donors, and other funders
- Cultivate and solicit gifts from major donors and grassroots donors via fundraising events, digital campaigns, and more
- Conduct research to identify grants that match the organization's programs and offerings
- Build and maintain a robust grant prospecting pipeline, systematically tracking potential funders and deadlines to align with organizational budget needs
- Draft and supervise writing of Letters of Interest (LOIs), complex grant narratives, and concept papers
- Partner with other teams to collect supporting data, develop project budgets, and secure necessary leadership approvals prior to submission
- Collaborate with the Finance and Administration team to ensure all post-award reporting requirements have been met and ensure the narrative and financial reports clearly demonstrate how grant funds were utilized
- Routinely meet with the Finance and Administration team to monitor grant spending, deliverable completion, and to share fundraising projections
- Ensure that all aspects of Every Texan's fundraising reflect the organization's mission, strategy, values and voice, collaborating with other staff as needed to ensure tight alignment

### **Team Leadership and Project Management**

- Collaborate with the Executive Director to develop and execute a plan for building out our development team, including determining new positions to hire
- Supervise and support team members to execute fundraising strategy across all revenue streams
- Establish goals and evaluation methods for the Development team
- Provide coaching, feedback, and support for the Development team
- Collaborate with Finance team on grant budgets, cash flow projections, revenue projections, and organizational budgeting
- Support the Board of Directors, staff, and other stakeholders to participate in Every Texan's fundraising activity

### **Data and Tracking**

- Systematically track information about grants, donations, and other revenue
- Manage grant proposal and reporting calendars
- Develop and execute an updated strategy for tracking funders and donors in Every Texan's CRM
- Collaborate with program staff to develop and execute a system for tracking grant deliverables
- Routinely communicate revenue status, goals, and forecasting

*\*Please note that some of the above fundraising, data, and tracking responsibilities will be shared with other Development team members, or in some cases may be primarily executed by other team members. This will be partially at the discretion of the Senior Director of Development, as this individual will help design new positions to hire for the team.*

# Qualifications

## Required Qualifications, Skills, and Abilities

- 7+ years of experience in nonprofit development, including soliciting both grants and individual gifts
- 2+ years of experience in a development leadership role (such as Director of Development, or another role charged with leading the design and implementation of fundraising strategy)
- Demonstrated success designing, managing, and implementing fundraising programs across multiple revenue streams in a manner that supports overall organization strategy
- Strong understanding of how to manage funding portfolios, cultivate donors, and design fundraising strategies in alignment with both organizational values and budgetary needs
- Experience fundraising for policy advocacy, analysis, and/or research
- Experience supervising and supporting staff
- Excellent writing and editing skills, with a strong ability to explain complex issues clearly and develop messaging that speaks to donors and funders (in grant proposals, email asks, etc.)
- Demonstrated ability to cultivate trusting relationships with donors and program officers
- Demonstrated ability to manage a fundraising calendar and keep a team on top of deadlines
- Experience developing CRM systems and fluent in processes for tracking donor and funder information
- Enjoys diving into incomplete donor data to identify new giving trends and cultivate prospects
- Strong collaboration skills, with the ability to work productively across multiple teams
- Skilled at pivoting strategies based on shifting donor priorities and navigating a fast-paced environment
- Comfortable wearing multiple hats and independently prioritizing high-impact fundraising tasks

## Preferred Qualifications

- Familiarity with the progressive funder and donor ecosystem, nationally and within Texas
- Basic knowledge and understanding of the Texas Legislature and the Texas policy landscape
- Experience directing a team to produce campaign materials and collateral to support solicitation of both major and mid-level gifts
- Experience building out Development teams and designing new roles
- Experience developing strategy for building out earned revenue streams

## Status

- Full-time
- Permanent
- FLSA Exempt

## Working Conditions & Physical Requirements

- This role is Austin-based and primarily remote, with periodic in-person meetings. Candidates must reside locally and be able to travel to nearby meeting locations as needed. Occasional travel may be required.
- The position involves extended periods of computer-based work, participation in virtual and in-person meetings, and regular communication (both verbal and written).
- Occasional lifting or transporting of materials (up to approximately 25 pounds).
- We recognize that there are many ways to successfully perform this work. If you are excited about this role but your experience or abilities don't match every listed expectation exactly, we encourage you to apply. Every Texan is committed to providing reasonable accommodation and creating an inclusive environment where all employees can thrive.

## Compensation & Benefits

- Salary: \$105,000 - \$112,000
- Comprehensive benefits package

## How to Apply

Please email (**subject line: Senior Director of Development**) [apply@everytexan.org](mailto:apply@everytexan.org) with (a) a resume, and (b) a cover letter with brief answers to the following questions:

1. Please tell us about your connection to Every Texan's mission and why it resonates with you.
2. Currently, most of Every Texan's funding comes from foundation grants. Please tell us why you think you would succeed at this component of the job.
3. What is your experience with individual fundraising? What percentage of your time in prior roles have you spent on this?
4. If you had the opportunity to hire two Development team members to complement your skill set and support Every Texan's fundraising, what two roles would you hire, and why?

Please email applications with attachments in **PDF format** only. We do not accept phone inquiries regarding the position. Applications will be reviewed on a rolling basis starting as soon as July 10, 2026. Thank you!

## Every Texan is an equal opportunity employer.

Qualified applicants are encouraged to apply regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, LGBTQ or any other characteristic protected by law.

If you require assistance or reasonable accommodation during the application or interview process, please contact HR at [apply@everytexan.org](mailto:apply@everytexan.org).