



Development Officer, Fundraising

Pathways Youth and Family Services is seeking a full-time **Development Officer** to join its fundraising team. The Development Officer (DO) will need a keen sense of initiative to identify fundraising opportunities, develop relationships with potential donors, and manage fundraising campaigns to meet/exceed revenue targets.

The ideal candidate will need to be experienced in creating/leading fundraising strategies, campaigns and initiatives to develop corporate and individual support in Houston. Must be a motivated self-starter and have a demonstrated ability to secure mid-level corporate and individual gifts. We are seeking a professional with exceptional drive for growing our presence in Houston.

The DO reports to the Pathways' Chief Development Officer. Opportunity for hybrid or remote work with flexible schedule. Must be able to travel throughout the Houston area and other Pathways' locations for meetings as needed.

Organizational Background

Pathways Youth & Family Services is a non-profit organization headquartered in Kerrville, TX with locations in Abilene, Dallas, Austin, San Antonio and Houston. Providing foster care and adoption services to over 10,000 children since 1992, Pathways' mission has become a reality. The organization has fulfilled its vision of thriving children, resilient families, and strong communities enduring for generations. True to its name, Pathways provides a path for youth and families to receive a comprehensive network of services through the following four vital programs: Foster Family Care, Adoption Services, Mosaic Behavioral Health and Residential Care.

Are you ready to join a team that is on a mission to change the lives of children and families? Do you want to be part of a movement that values compassion and empowerment?

What you will be working on (essential duties not limited to the following):

- Identify and build relationships with potential funders including individuals and corporations.
- Create and implement a development plan (long- and short-range goals) that monitors progress against targets.
- Develop and execute community events to support fundraising efforts.
- Create meaningful strategies to increase donor retention and contribution levels year over year. Partner with CDO to ensure all donor outreach and follow-up is conducted in a timely and efficient manner.
- Collaborate with program and administrative personnel to ensure consistent messaging to donors, families, and stakeholders.

What you will bring along with you:

- Bachelor's degree.
- Ability to lead the cultivation of Houston relationships with individuals and corporate entities.
- Five years of demonstrated experience managing fundraising targets.
- Outstanding verbal and written communication skills; strong organizational skills.
- Proven ability to manage projects, meet deadlines and set priorities with minimum supervision.
- Ability to work occasional nights and weekends as needed.
- Demonstrated organizational skills to prioritize and manage multiple projects and complete tasks with a high degree of accuracy and timeliness.
- Strong interpersonal communication skills to establish and maintain cooperative working relationships and interact diplomatically and effectively with donors, volunteers, staff, and the executive team. Ability to accept feedback appropriately through the supervision process.
- Possess a willingness to learn, grow, and improve.
- Proficient in using Microsoft Word, Excel and other software applications.

Physical and Mental Demands

With or without reasonable accommodation, this job's physical and mental requirements may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include frequent lifting and or moving up to 25 pounds.

Work Environment and Work Hours

Work hours are Monday through Friday, 8:00 am to 5:00 pm (evening and weekend hours when necessary). Opportunity for hybrid and remote work. Occasional travel within Texas.

Due to the nature of our work, additional requirements include:

- Proof of valid Texas Driver's License (Type C), current auto insurance, access to reliable transportation, and good driving record.
- Three related employment references.
- Cleared criminal background check.
- Cleared TB test results.
- Cleared pre-employment drug test.
- Cell phone.

What to expect:

- We focus on career development and promotion – people are at the core of everything we do. If you are looking for a career and not just a job, you are in the right place.
- Pathways is the type of company where you can balance great work with great life.

What is in it for you? We take care of our people.

- Competitive salary based on your experience beginning at \$80,000.
- Affordable health coverage for you and your family.
- Generous paid time off, flex days, and holidays.
- Employer matching retirement plan.
- Work side-by-side with other knowledgeable, dedicated, and diverse teams.
- Amazing opportunities for career progression.
- A service you can be genuinely proud of providing!
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We would love to hear from you. Submit resume and cover letter to mguthrie@pathway.org. Visit us at www.pathway.org. Pathways is an equal opportunity employer.