



**Job Title:** Director of Operations and Development  
**Location:** 13300 Pond Spring Road, Austin, TX 78729  
**Reports to:** President  
**Employment Classification Status:** Full time, 40 hours/week  
\$60,000-70,000  
Plus Health benefits

## Position Summary

Fostering Hope (FH) is seeking a new Director of Operations and Development (DOD) to support our organization as we work to equip families, churches, and organizations to transform the lives of foster adopted children. Our vision is that every child who needs one will find a healing family, and we work diligently to ensure that every family who is inclined to help, and every church that feels called to engage, finds the support, training, encouragement, and tools they need to be successful. The DOD will have an exciting opportunity to help shape our evolution as a fast-growing, in-demand nonprofit with significant influence in the foster care and adoption arena.

The DOD will report to the President, who works as an approximately 2/3 time employee and is seeking a partner to manage many of the day-to-day responsibilities of the organization. The President will continue to oversee all strategy and programmatic aspects of the organization, supervising FH's program delivery team. The DOD will oversee other aspects of the organization, including finances, fundraising, and operations functions. The DOD will supervise a small but talented and passionate staff team and will work in close partnership with the President to help implement strategy for FH. Successful candidates must have a demonstrated passion for foster care and adoption, a track record of leading within nonprofit organizations, and a personal, committed relationship with Jesus Christ.

## Position Responsibilities

The DOD is a leadership position expected to work fairly independently to ensure responsibilities are met, to “manage up” well with the President, and to deliver effectively on each of the below areas of responsibility.

### Fundraising and Donor Development:

- Develop and implement a robust FH fund development strategy and plan to grow revenues and adhere to best practices
- Strategically leverage the President’s time and donor relationships to help her continue to raise funds for the organization in partnership with the DDO
- Expand fundraising activities and donor relationships to support existing programs and grow new programs
- Ensure fund development systems and processes are high-functioning and reflect leading practices
- Directly raise funds, according to budgeted goals, for FH, including major donors, corporate sponsors, foundation grants, church support, online giving, etc.
- Support efforts to coordinate and increase volunteer program
- With the partnership of the President, engage the Board of Directors in fundraising activities

### Communications and Marketing:

- Continually refine implementation of FH communications (donor-focused and otherwise), website, social media, communications to churches, community, etc. with the goal of creating a stronger brand and consistent vision
- Support marketing-related activities for FH, including marketing of our annual conference and other programs and services

### Finance and Operations:

- In partnership with the President, develop an annual budget to be approved by the Board of Directors
- Actively oversee and manage adherence to the budget
- Oversee the financial administration of FH to ensure full accuracy, integrity, transparency, and accountability
- Ensure timeliness and compliance of all IRS reporting, audits, payroll, human resources, and related functions
- Put in place and ensure the excellence of all administrative processes, reporting requirements, and other administrative needs
- Oversee that the FH office space is managed and kept up well, including interfacing with the landlord regularly, overseeing the lease and lease renewals, etc.

- Oversee the well-functioning of all technology systems and employee computers, including engaging outside tech support as needed
- Supervise the part-time Officer Manager

#### General Team Member Responsibilities:

- Actively engage with and energize FH church partners, volunteers, board members, partnering organizations, and funders
- Stay abreast of foster care, adoptive, and trauma-informed care trends through relevant books, articles, blogs, and other sources
- Be an engaged, positive influencer on the unique culture of FH and our team
- Participate actively in and support the team's execution of the annual conference
- Represent the mission and values of FH well in public, in the church community, etc.
- Commit to being regularly trained in some of the core elements of Trauma Informed Care and other aspects of FH's core principles and mission
- Sign and adhere to the FH Statement of Faith

## Required Competencies

- Is a skilled relationship developer and builder, with a demonstrated understanding of the strength of complex networks
- Has a strong working knowledge of the foster care and adoption arena
- Has solid business acumen and a strong capabilities in the areas of financial analysis, revenue and expense management, and budgeting
- Has demonstrated a capability to raise funds for an organization
- Has been a change agent and is comfortable embracing and leading change
- Has successfully managed a team of employees, volunteers, or both
- Has a strong work ethic and is a self-starter, able to work both independently and as part of a team
- Has an effective, collaborative interpersonal manner
- Has demonstrated experience in building consensus among diverse stakeholders and facilitating action towards a common goal
- Demonstrates strong organizational skills, able to balance multiple competing priorities and schedules
- Is an effective communicator, both interpersonally and in a public speaking format

## Additional Preferred Competencies

- Experience working in a Christian nonprofit organization

- Experience developing and leading earned revenue service offerings (in nonprofit or business)
- Executive-level experience leading a nonprofit organization, ideally in the foster/adoption sector, and/or similar experience in the for-profit arena
- Experience working directly with sophisticated donor databases
- Familiarity with current technologies used to manage and support nonprofits

## Education and Experience

- Preferred 5-7 years of executive or senior management experience successfully leading teams and organizations is required
- Previous experience in the nonprofit sector is strongly preferred
- Bachelor's Degree (required) or Master's Degree (preferred)

## Compensation

- FH will offer a salary that is competitive with industry standards and commensurate with experience
- Benefits include paid employee health benefits and generous personal time off and holidays

## Job Classification and Expectations

- This is a full-time, exempt, salaried position, subject to State of Texas employment laws
- Candidates should expect a combination of traditional workdays and weeks (e.g. roughly 40-hour weeks, approximately 9:00a-5:00p days) with occasional need to work evenings and weekends
- It is expected that the DDO works from FH's office in Northwest Austin as much as is needed to effectively manage his/her staff, be an active and engaged member of the team, and support the President sufficiently. A part-time in-office/at-home work schedule is open for discussion and regular re-evaluation.
- Periodic travel throughout the greater Austin area, and infrequent travel to other parts of Texas, is anticipated for this position.