

Director of Development

Organization/Agency Name: The Sarah Roberts French Home

Mission or Brief Description of Agency:

The Sarah Roberts French Home was built and chartered in 1950 as a boarding home to house indigent, elderly San Antonio women who, without family support, often became homeless. The home received its IRS designation as a nonprofit 501(c)(3) organization in 1954. In 1974, soon after Medicaid became law, our facility transitioned to a 60-bed skilled-nursing facility. Sarah Roberts French Home is the oldest continuously licensed nursing home in Bexar County. Our mission is to provide quality health care to the infirm and elderly of our community in a loving and caring environment.

Location: San Antonio, TX

Position Type: Development (Fundraising)

Full-time or Part-Time: Full-Time

Status: Permanent or Long-Term

Description:

Sarah Roberts French Home seeks a Director of Development to lead efforts to expand funding resources for the oldest continuously licensed nursing home in San Antonio.

We offer a competitive salary and benefits, and new hardware/ software support. This is a new position that offers the Director the opportunity to develop and implement a strategic fundraising plan to best serve our formal mission “to provide quality health care to the infirm and elderly of our community in a loving and caring environment.”

We are the namesake of a late 19th century San Antonio philanthropist whose will set aside funds to build our facility overlooking the Woodlawn Lake Park historic district. Your work can make a profound difference in the lives of older, medically vulnerable residents in our city.

Primary Responsibilities:

- Develop and execute an annual fundraising plan.
- Secure financial support from individuals, foundations and corporations.
- Oversee a contract grant writer to help you achieve your goals.
- Develop and maintain relationships with major donors.
- Develop and maintain a donor database and manage fundraising software.
- Develop and track proposals for all foundation and corporate fundraising.
- Develop volunteer orientation and training materials
- Direct and coordinate volunteer fundraising efforts.

Special Skills or Qualities:

- Solid communications, organizational, self-starter skills; and Experience in the use of fundraising software.

Required or Preferred Experience:

- 5-plus years of experience in nonprofit fund development.
- Proven track record in raising capital and operating funds.

Educational Requirements:

- Bachelor's degree or equivalent experience.

Reports to: Executive Director/Administrator

Supervises: Grant Writer

How to apply:

Applicants should email (or Fax) a cover letter and resume to:

Mike DeLeon, Business Services Director

Email: mdeleon@srfh.org

Fax: (210) 737-7151