

**Job Title:** Director of Fundraising & Development

**Organization:** Skeleton Crew Adventures 501(c)3

**Location:** Houston, TX (HQ) – Remote work acceptable

**Position Type:** Volunteer

**Reports To:** Executive Director

**About Skeleton Crew Adventures:**

Skeleton Crew Adventures is a non-profit organization dedicated to providing veterans and first responders, living with Post Traumatic Stress, the opportunity to heal at sea using research-driven methods of learning to live with trauma through adventure therapy (AT).

**Position Summary:**

The Director of Fundraising and Development is a critical leadership role responsible for spearheading fundraising efforts and developing sustainable revenue streams to support and expand our programs. This position requires a dynamic and innovative individual capable of crafting and executing a comprehensive development strategy. The Director will work closely with the Executive Director to identify, engage, and nurture relationships with donors, sponsors, and grant-making organizations.

**Key Responsibilities:**

**1. Fundraising Strategy Development:**

- Develop and implement a strategic fundraising plan to meet and exceed revenue goals, including annual giving, major gifts, corporate and foundation grants, and special events.
- Identify and cultivate a diverse range of funding sources, including individual donors, corporate sponsors, and philanthropic foundations.

**2. Donor Engagement and Stewardship:**

- Build and maintain strong relationships with existing donors while expanding the donor base through targeted outreach and engagement strategies.
- Implement donor recognition and stewardship programs that effectively communicate impact and appreciation.

**3. Grant Writing and Management:**

- Research and identify grant opportunities that align with our mission and programs.
- Write compelling grant proposals and manage the submission process, ensuring compliance

with grant requirements and deadlines.

#### **4. Event Planning and Execution:**

- Lead the planning and execution of fundraising events and campaigns, from conception through to follow-up, to engage supporters and raise funds.
- Coordinate with staff and volunteers to ensure successful event logistics, promotion, and participant engagement.

#### **5. Marketing and Communications:**

- Collaborate with the marketing team to develop materials and campaigns that effectively communicate the organization's mission, impact, and fundraising needs.
- Leverage social media and other digital platforms to enhance fundraising efforts and donor engagement.

#### **6. Data Management and Reporting:**

- Maintain accurate and up-to-date records of all fundraising activities, donor information, and financial contributions.
- Analyze fundraising data to evaluate effectiveness and inform strategy adjustments.
- Prepare and present regular reports to the Executive Director and board of directors, highlighting achievements, challenges, and strategic direction.

#### **Qualifications:**

- A minimum of 3 years of experience in fundraising or development roles within the nonprofit sector, with a proven track record of meeting or exceeding fundraising targets.
- Exceptional written and verbal communication abilities, with the skill to craft persuasive proposals and effectively engage with diverse audiences.
- Strong interpersonal skills and the ability to build and maintain relationships with donors, sponsors, and community partners.
- Demonstrated ability to develop and implement effective fundraising strategies and campaigns.
- Familiarity with nonprofit management, grant writing, and event planning. Knowledge of veteran and first responder communities is a plus.
- Military or First Responder experience is preferred but not mandatory.

#### **How to Apply:**

Interested candidates are invited to submit their resume, cover letter, and references to [samantha@skeletoncrewadventures.org](mailto:samantha@skeletoncrewadventures.org)

Skeleton Crew Adventures is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences who share our commitment to supporting veterans and their families.