



**Director of Foundation Relations]  
JOB DESCRIPTION**

<b>Position:</b>	Director of Foundation Relations
<b>Reports to:</b>	Development
<b>Supervises:</b>	N/A
<b>Position Type:</b>	Full time, exempt
<b>Schedule:</b>	9:00 am-5:00 pm, with flexibility for evening/weekend hours as needed
<b>Travel:</b>	Up to 10% for meetings, trainings, etc. primarily in Texas-based locations
<b>Compensation:</b>	\$70,000 - \$85,000 depending on experience
<b>Benefits:</b>	Employer-paid medical, dental, vision, short- and long-term disability, and life insurance; retirement plan with 3% employer match; 12 weeks paid parental leave; 15 paid holidays and 18 PTO days during the first year of employment
<b>Location/ Geographic Responsibility</b>	Hybrid, primarily from a home-based office in one of the program communities (Dallas, San Antonio, Austin or Rio Grande Valley).

### Background

Effective August 1, 2022, the Texas Campaign to Prevent Teen Pregnancy (statewide), Ntarrupt North Texas Alliance to Reduce Unintended Pregnancy in Teens (Dallas), and Healthy Futures of Texas (San Antonio) have merged to improve the well-being of young Texans through equitable access to sexual health education and resources.

### Who We Are

Healthy Futures is a statewide, nonpartisan, nonprofit organization whose mission is to improve the well-being of young Texans through equitable access to sexual health education, resources and services.

Be a part of the team working to ensure that **all** of our communities' teens have access to sexual health information and reproductive health services. Working together, close to the community, with a passionate, committed, and talented team, you will be able to see the immediate, tangible impact of your work.

We know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity employer and seek individuals of all backgrounds, gender identities, and sexual orientations to apply to this position.

### Equity Statement

Given the intersectionality of systemic racism and reproductive health, we will center racial equity in all aspects of our programs and operations, as evidenced by inclusion of equity in our mission/vision/values; staff job descriptions; board recruitment and training; communications and messaging; and policy priorities. The newly combined organization will be an equal opportunity employer and encourages candidates from diverse backgrounds and identities to apply.

### Overview

The Director of Foundation Relations supports Healthy Futures of Texas' strategic priorities and financial needs by obtaining grants and major gifts from foundations. Reporting to the Chief Development Officer, this individual plays a key role in developing department goals, priorities, and direction. A frontline fundraiser, the Director of Foundation Relations writes compelling proposals, manages deadlines, researches/cultivates prospects, and stewards' donors. Utilizing excellent written, oral, and interpersonal communication skills, this individual works collaboratively with internal and external stakeholders in building relationships, developing budgets, and securing critical funding.

### Roles and Responsibilities

- Serves as the project manager for grants—including, but not limited to developing proposals submitting funding requests, writing evaluations, building relationships with funders, managing the coordination of the approval, application, grants management assignment and reporting process, and tracking all grant activity in an organized manner, including application and reporting deadlines.
- Working with the Chief Development Officer, sets goals/objectives and executes annual strategy to secure significant grant-based institutional fundraising (approx. \$3 million).
- Personally, manages a portfolio foundation prospects; developing individualized strategies for institutional prospects and donors, and providing regular updates on the organization's progress and impact.
- Builds internal relationships with colleagues across the organization and develops a deep understanding of Healthy Futures of Texas' priorities and programs to identify strong matches with potential funders.
- Maintains contact records and tracks grant proposal progress, generating reports to make it possible to regularly reconcile grant proposal status and revenue with the finance team and to track performance to the development plan.
- Works collaboratively with other members of the development team. Actively participates in and aids in the planning of other fund development initiatives, including special event fundraisers, traveling to those Texas cities where those events are held when necessary.
- Participates in organization wide events and programs, including those held on evenings and weekends and those that necessitate travel (within Texas).



**healthy  
futures  
OF TEXAS**

Advancing informed  
sexual health decisions

- Other duties and responsibilities as assigned.

### Minimum Qualifications

- Bachelor's Degree or commensurate experience
- Five years of professional fundraising experience, with at least three years of experience in grant writing.
- Experience preparing financial reports, including budgets, revenue projections, and revenue tracking.
- Knowledgeable in fundraising best practices and trends in foundation giving.
- Working knowledge of teen pregnancy prevention, adolescent health, and positive youth development
- Excellent writing, editing, and research skills, with the ability to write clear, concise, and compelling proposals and reports.
- Strong project management and organizational skills, with the ability to manage multiple deadlines and priorities.
- Technologically proficient. Working knowledge of Microsoft Office Suite, Google Suite, and an understanding of CRM software preferred.
- Ability to handle confidential donor and financial information accurately and with discretion.
- Ability to travel throughout the state (primarily Austin, Dallas and San Antonio) as required, including some overnight stays.
- Able to be self-motivated with limited day-to-day supervision and to work as part of a collaborative team.

### Application Instructions

Please email a cover letter describing interest and qualifications, a résumé, salary history, and a list of 3 professional references to [careers@healthyfutures-tx.org](mailto:careers@healthyfutures-tx.org). The position will remain open until filled.

Healthy Futures of Texas does not and will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, veteran status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.