

# **MSS**

## **Senior Development Manager**

### **MISSION STATEMENT**

MSS (Midland Shared Spaces) empowers nonprofits by enhancing efficiency, providing essential services, and fostering a collaborative environment.

### **ORGANIZATIONAL RELATIONSHIP(S)**

The Senior Development Manager reports to the Executive Director and works closely with the MSS Board of Directors, Development Committee, and internal staff across departments. This is a senior individual contributor role and does not currently include direct staff supervision.

### **POSITION SUMMARY**

The Senior Development Manager serves as MSS's lead fundraising strategist and development professional. This position is responsible for driving philanthropic revenue through strategic planning, donor engagement, grant development, and fundraising campaigns and events. The role requires a high level of independence, professional judgment, and collaboration, and acts as a trusted thought partner to the Executive Director in guiding MSS's fundraising direction and long-term sustainability efforts.

### **PRIMARY AREAS OF RESPONSIBILITY**

#### **1. Development Strategy & Fundraising Leadership (Primary Focus)**

- Lead the development, implementation, and ongoing management of MSS's annual fundraising and donor engagement strategy in partnership with the Executive Director.
- Serve as the primary staff liaison to the MSS Development Committee, including meeting preparation, reporting, and follow-up.
- Advise the Executive Director and Board on fundraising trends, opportunities, and risks.
- Support organizational readiness for future capital campaign efforts.

#### **2. Donor Engagement & Stewardship**

- Manage the full donor lifecycle, including identification, cultivation, solicitation, stewardship, and retention.
- Develop strategies to grow and diversify MSS's individual, corporate, and foundation donor base.
- Prepare donor briefings, proposals, acknowledgements, and impact communications.
- Support Executive Director and Board members in donor cultivation and solicitation activities.

#### **3. Grant Development & Management**

- Research and identify grant opportunities aligned with MSS priorities.
- Lead grant proposal development, including narrative writing, data collection, and submission.
- Track grant timelines, requirements, and deliverables.
- Prepare interim and final grant reports in compliance with funder requirements.

#### **4. Fundraising Events & Campaigns**

- Plan, manage, and evaluate fundraising events and campaigns, including but not limited to the State of the Nonprofits Luncheon, R&B: An MSS Signature Event and the President's Toast and Open House.
- Coordinate event logistics, sponsorship fulfillment, donor experience, and post-event stewardship in collaboration with internal staff and external vendors, as appropriate.
- Track event revenue, expenses, and return on investment.

## **5. Development Operations & Systems**

- Manage MSS's constituent relationship management (CRM) system, ensuring data accuracy, segmentation, reporting, and effective use.
- Prepare fundraising reports and dashboards for leadership and Board review.
- Maintain organized development records and documentation.

## **6. Marketing & Development-Focused Communications (Support Role)**

- Support content development for MSS websites and social media channels, with a primary focus on fundraising, donor engagement, campaigns, and impact storytelling.
- Develop and manage donor-centric digital content in collaboration with internal staff and external contractors, as applicable.
- Draft donor-focused communications including appeals, stewardship updates, campaign messaging, and impact reports.
- Coordinate timing and messaging of digital content to align with fundraising priorities and organizational campaigns.
- Support website updates and digital content related specifically to fundraising, giving, donor impact, and major organizational initiatives.

## **PERSONAL CHARACTERISTICS**

The ideal candidate is:

- Committed to the mission and vision of MSS.
- A strategic thinker with strong execution skills.
- An effective communicator with excellent writing ability.
- Comfortable working independently while collaborating across teams.
- Comfortable exercising professional judgment and providing strategic counsel to senior leadership.
- Professional, ethical, and trustworthy, with sound judgment.
- Relationship-oriented and confident engaging with donors, board members, and community leaders.

## **IDEAL EXPERIENCE AND QUALIFICATIONS**

The ideal candidate will have the following experience and qualifications:

- Bachelor's degree in a related field required.
- Minimum of 5–7 years of nonprofit development or fundraising experience.
- Demonstrated success in donor engagement, grant writing, and fundraising campaigns.
- Experience managing a donor database or CRM system.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Comfort working in a collaborative, mission-driven environment.

## **COMPENSATION AND BENEFITS**

This is a full-time, exempt position. Salary range is commensurate with experience and responsibilities.

MSS offers a competitive benefits package, including:

- 401(k) retirement plan with employer match
- Employer-paid health insurance (with dependent options available)
- Employer-paid basic life insurance
- Optional disability insurance

- Optional voluntary life insurance
- Optional dental and vision plans
- Paid time off and observed holidays

**ADA REQUIREMENTS:**

- Ability to travel independently within the community for meetings and events.
- Ability to communicate verbally and in writing with diverse stakeholders.
- Ability to utilize MSS information systems and standard office technology.

**SCHEDULE AND LOCATION**

- Office location: MSS, 3500 North A Street, Suite 1100, Midland, Texas 79705
- Core office hours: Monday–Thursday, 8:00 a.m. – 5:00 p.m.
- Friday office hours: 8:00 a.m. – 12:00 p.m., unless meetings, events, or completion of work require a full day
- This is a full-time, exempt position. Staff are expected to be available and engaged for a 40-hour work week, with scheduled in-office hours totaling 36 hours per week for exempt employees.
- Professional office environment and dress

**HOW TO APPLY**

Interested candidates are invited to apply by completing the online application form at the link below.

<https://forms.midlandss.org/view.php?id=25064>

Applications will be reviewed on a rolling basis.