



Position Title:	Development Manager
Department:	Statewide Initiatives
Reports To:	Chief Development Officer
Salary:	This position starts at \$65,000 annually and is negotiable depending on experience
Position Type:	Full time, Exempt
Additional Information:	No specific degree is required for this position. Interested candidates should highlight any education, training, or experience that will help them thrive in this position.
Deadline to Apply:	Will remain open till position is filled
Date Created/Revised:	11/13/2025

DESCRIPTION:

Texas Homeless Network seeks an experienced and motivated Development Manager to grow and diversify our fundraising portfolio while amplifying the impact of our development efforts. The primary focus of this role is securing funding through major gifts, grants, sponsorships, and donor engagement.

The Development Manager will also play a key role in planning THN's annual Texas Conference on Ending Homelessness and other events as needed, working collaboratively across departments to engage sponsors, attract attendees, and showcase the organization's statewide impact.

While this position is primarily focused on fundraising, THN highly values candidates with communications experience, particularly those who understand how strategic messaging and storytelling can strengthen donor relationships and advance our mission. The ideal candidate is a skilled fundraiser with exceptional writing and relationship-building abilities who can seamlessly connect development and communications to tell THN's story with clarity and purpose.

ABOUT THN

Incorporated in 1991, Texas Homeless Network (THN) is a 501(c)(3) non-profit organization that is dedicated to addressing homelessness statewide through education, resources, and advocacy. THN provides training and technical assistance on best practices to prevent and end homelessness. THN serves as the lead agency, Collaborative Applicant, and Homeless Management Information System (HMIS) lead agency for the TX BoS CoC, which covers 214 counties in the state.

QUALIFICATIONS:

Required

- 2+ years of nonprofit fundraising experience or fundraising experience in a similar field

- Experience prospecting, cultivating, and securing major gifts of \$5,000+
- Experience in grant writing at \$10,000+
- Excellent writing, editing, and interpersonal communication skills
- Experience supporting events, ideally with sponsor or donor engagement responsibilities
- Strong organizational and project management skills
- Commitment to THN's mission and values, with a collaborative and proactive work style
- Commitment to supporting THN's mission and goals, with a focus on addressing homelessness and ensuring fair access to services
- Ability to recognize personal strengths and areas for growth, while modeling enthusiasm and commitment to agency objectives
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)

Preferred

- Experience working with people experiencing homelessness, lived experience of homelessness or housing instability
- Experience using Every Action or a similar donor management CRM system
- Familiarity with email marketing or social media for donor communications
- Familiarity with DonorSearch or a similar donor prospecting platform

WHAT YOU'LL DO:

Development (75%)

- Identify, cultivate, and solicit major gifts from individuals, corporations, and foundations
- Research, write, and manage grant proposals, LOIs, and applications
- Lead sponsorship outreach and coordinate development-related aspects of the annual Texas Conference on Ending Homelessness
- Support implementation of THN's annual fundraising plan, including appeals, campaigns, and stewardship activities
- Manage donor data, gift tracking, and reporting in THN's CRM
- Collaborate with leadership and program staff to identify funding priorities and gather impact data

Communications (25%)

- Work with THN Staff to write and publish regular newsletters, emails, and social media
- Draft and edit content such as donor stories, campaign updates, and event promotions
- Ensure brand voice and consistency across all development materials
- Contribute to the creation of the annual report and other donor-facing publications
- Other duties needed to help fulfill THN's mission and values will be assigned

WORKING CONDITIONS:

- Office-based work at THN's Austin office, with the potential for remote work
- Applicant's primary residence must be located in the State of Texas and maintain permanent residency in Texas throughout employment
- Must be available to travel within Texas up to 15% -20% of the time annually with two weeks' notice when possible
- Available for nights and weekends during large projects like the Texas Conference on Ending Homelessness. Unlikely to be more than once per quarter

BENEFITS:

- THN offers generous employee benefits including:
 - 100% employer-paid health, dental, vision, and life insurance, and 55% employer-paid for dependents
 - 2% employer matching 401(k) retirement plan
 - Paid time off such as holidays, self-care days, and winter break
 - 12 weeks of paid parental leave
- Flexible work schedule and opportunity to remote work with supervisory approval

APPLYING:

Are you intrigued by this job announcement but don't meet every single requirement? We encourage you to apply! At THN, we value a variety of experiences and perspectives, and we're looking for team members who are enthusiastic about our mission and eager to contribute to preventing and ending homelessness in Texas. THN is an equal-opportunity employer that offers positions with varying skill levels and responsibilities that amplify our mission.

Email a resume, two writing samples, and three professional references to hr@thn.org. This position will remain open until it is filled. Only those selected for an interview will be contacted. Please include **"Development Manager"** in the subject line of all communication about this position.

INTERVIEW PROCESS:

What to expect as an applicant for a THN position:

- The applicant will receive an email from Human Resources/Hiring Manager to schedule an interview
 - For applicants applying outside of the Austin/Travis County area, all interviews will take place virtually
- The applicant will be notified via email promptly if an additional interview is required or if they will not be moving forward in the hiring process
- After the final interview, selected applicants will schedule a phone call with the President/CEO
 - The hiring manager will contact the professional references of candidates selected as finalists
- Once final employment decisions are made, all applicants will be notified of the decision via email or phone call