



# THE H.E. BUTT FAMILY FOUNDATION

## Position Profile August 2018

### Development Coordinator

#### **About The H. E. Butt Family Foundation (HEBFF)**

The history of the programs runs parallel to the history of the Butt family. Early in the twentieth century, while delivering groceries for his mother's fledgling Kerrville grocery store, a young Howard Butt, Sr., first glimpsed the sublime and expansive landscape that characterized the ranches outside of town. His imagination was piqued, and he vowed that if he were ever able, he would purchase such a place so that other children would have a chance to experience that same wonder.

By 1954, the little grocery store had grown into a thriving regional institution (the H-E-B Grocery Company). Howard and Mary Holdsworth Butt found themselves with the means to purchase the 1,900-acre Wolfe Ranch near Leakey, Texas. The desire from the beginning was to make the property a place for others. Starting with the Foundation Camps (serving underprivileged children), a program of service and hospitality steadily began to take shape along the Frio River.

Laity Lodge hosted its first retreat in June 1961, under the direction of Howard and Mary's son Howard Butt, Jr., who had only recently turned his sights from the grocery business to the work of lay ministry. While the reins of H-E-B would pass to his brother, Charles, Howard's pioneering work would equip the "laity" to rediscover the high calling, the sacredness of all work. The Laity Lodge Program would be built around intimate gatherings of laymen and pastors, men and women, at retreats combining spiritual renewal and physical rest. Over the coming decades, the vision continued to grow, and HEBFF has expanded its current program offerings in the Canyon to five operating areas: Laity Lodge, Laity Lodge Family Camp, Laity Lodge Youth Camp, Foundation Camps, and HEBFF Outdoor. In recent years, under the leadership of Howard Butt, Jr.'s son-in-law, David Rogers, in close collaboration with his wife, Deborah, Foundation resources have increased, and the organization is now broadening its program capabilities beyond the Canyon. For more information on The H. E. Butt Family Foundation, please visit <http://www.hebff.org>.

**POSITION SUMMARY:** The Development Coordinator supports the departments of Development, Constituent Relations and Program Evaluation. This position is responsible for gift entry and donation management, project management, grant applications reporting and support, event management, state charity registrations, and miscellaneous reception duties.

**DEVELOPMENT DEPARTMENT MISSION:** Development exists to connect people's passions with the mission and vision of HEBFF. The team, comprised of Development and LLYC Alumni, work to help make that happen through opportunities of service, giving, and Program participation.

**EMPLOYEE VALUES:** Rooted in our Christian faith, daily work reflects the Values of Teamwork and Unity, Quality, Stewardship, Service and Hospitality, Trust, Honesty and Truthfulness, and Flexibility and Learning.

**ESSENTIAL FUNCTIONS:**

- Monitor and manage gift receipting and acknowledgement
  - Ensure gifts are properly processed and recorded
  - Create and deliver customized gift acknowledgments and donor correspondence
  - Manage receipting and donation processes according to HEBFF quality standards
  - Create and deliver gift analytical reports and other database reports (specific to Development), as needed
- Initiate and maintain relationships with donors through written and verbal communications
  - Manage scholarship stewardship process
  - Create appropriate stewardship reports for other gift/grant-related needs
- Project Manager for Development initiatives
  - Manage grant schedule and provide support for grant applications and reports
  - Provide coordination and support for miscellaneous projects regarding operational and administrative processes for Development and in collaboration with other HEBFF departments and Programs
  - Manage the timeline for donor appeals to include proofing, printing, and mail delivery in coordination with the Communications Department.
- Coordinate and oversee state charity registrations through third-party organization(s) for filing requirements
- Support the implementation of various Development events
  - Assist in the coordination and planning to other departments and programs as needed for HEBFF events

**QUALIFICATIONS:**

- Bachelor's degree preferred
- Minimum 3-5 years of experience in a professional office environment
- Non-profit experience, a plus
- Ability to provide professional writing samples

**COMPETENCIES:**

- Ability to receive sensitive information and maintain confidentiality at every level
- Proficient in the Microsoft Office Suite (Intermediate or Advanced level preferred)
- Familiarity with Donor Perfect and/or CircuiTree, a plus
- Professional and welcoming attitude in all communication, possessing outstanding internal/external relational skills
- Strong written communication skills, including editing and proofing
- Discernment and problem-solving skills, the ability to understand the needs of our constituency
- Strong organizational skills; project management abilities, experience prioritizing projects and working on several projects simultaneously, with interruptions
- Efficient and accurate in completing tasks that require high quality and attention to detail
- The ability to anticipate and meet deadlines while working under pressure of multiple and changing priorities, effectively managing time

- Strong aptitude to work in a collaborative setting on multiple projects or programs
- An understanding of basic accounting principles
- Able to maintain a continuous practice of flexibility and adaptability

**PHYSICAL REQUIREMENTS:**

- While performing the duties of this job, the employee is regularly required to talk and hear.
- This position is largely a sedentary role with some active duties including filing. It requires the ability to lift files, open cabinets and bend, stand, walk, kneel, stoop, and crouch throughout the day.

**WORK ENVIRONMENT:**

- This job operates in a professional office environment in Kerrville, Texas and routinely uses standard office equipment such as computers, phones, and multi-function printers. This position includes office assignments and occasional outdoor responsibilities throughout the year.
- This full-time role generally recognizes a standard workday schedule (8-5) but may occasionally include events after hours and on the weekends.

For more information or to apply, please contact Shelley Severson at [713-303-7086](tel:713-303-7086), [sseverson@hebff.org](mailto:sseverson@hebff.org) or go to <https://www.hebff.org/work-with-us/>.