



Position Announcement

Title: Director of Development

Position Type: Three-Quarter or Full-Time – 30 to 40 hours/week; exempt

Compensation: \$40-70k annual salary, commensurate with hours and experience, plus employer-paid medical, dental, vision, life, and disability insurance

Location: Austin, Texas

Start Date: Flexible

Who We Are

The Texas Campaign to Prevent Teen Pregnancy is a statewide, nonpartisan, nonprofit organization founded in 2009 to reduce teen pregnancy through research, advocacy, collaboration and training. We are committed to ensuring that every Texas teen has the knowledge and resources to make informed decisions about their health and future. Our team is small but mighty, driven by data and committed to excellence. We rely on individual strengths and experience as well as the power of collaboration to deliver the best possible resources and solutions for our stakeholders and partners.

Who You Are

The Director of Development is a new position which will be responsible for developing and implementing strategies to support our approx. \$1m annual budget. Funding sources include corporate, foundation and government grants, individual giving, major gifts, fundraising events, sponsorships, and other approaches to resource development. You are:

- **Mission-Focused and Results-Driven.** You keep your eyes on the prize and work efficiently toward clear deliverables.
- **Tech Savvy.** You are proficient in the use of computer software and social media. Microsoft Office suite proficiency is a must.
- **A Self-Starter who can Move Mountains.** You are someone with exceptional problem-solving abilities, who knows how to find answers and move forward.
- **An Excellent Communicator.** You can understand complex material, listen actively and communicate professionally, both verbally and in writing, with a wide range of diverse stakeholders.
- **A Collaborator.** You believe we are stronger when we synergize and work together.

At the Texas Campaign, 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.

The ideal candidate will excel in a collaborative environment and share a commitment to improving the lives of Texas adolescents. We are looking for a strong team member who can roll up their sleeves, jump right in and become a key ambassador for the organization.

Roles and Responsibilities

As in any small nonprofit organization, all Texas Campaign staff wear many hats. We are looking for someone who can roll up their sleeves and jump right in as a key ambassador for the organization.

Front-Line Fundraising

- Work with the Executive Director, relevant staff and the Fund Development, Finance and Audit Committee to create and execute a sustainable development strategy.
- Engage Board members in development efforts, providing tools and templates to streamline outreach.
- Research, identify, recruit, solicit and steward prospective individual, corporate, foundation, and government sources of funding.
- Research, prepare and submit grant proposals and reports; ensure compliance with grant reporting requirements.
- Research, identify and solicit funding opportunities to support educational events.

Donor Relations and Events

- Plan, administer and implement a donor stewardship strategy.
- Assist with planning and management of special events and donor functions.
- Maintain donor records and donor database.
- Process timely gift acknowledgement letters for all fundraising efforts.

Administrative and Planning

- Identify and integrate new CRM system for improved tracking.
- Work with the relevant staff to develop written materials for events and fundraising efforts.
- Keep the Board of Directors aware of fundraising progress through regular reporting.
- Provide support for special projects and duties as assigned.

Qualifications

- Bachelor's degree; graduate degree and/or CFRE a plus.
- At least five years of relevant professional fundraising experience in a non-profit setting; ideally at a statewide and/or systems-level service organization.
- Mastery of nonprofit fundraising policies and best practices.
- Comfort with technology and its increasing role in development and donor communication, including social media, email marketing and development software.
- Exceptional writing, editing, and speaking skills are essential, including the ability to make the case for complex public policy issues to potential donors.
- Strong interpersonal communication skills; professional demeanor; use clear and professional language (English)
- Strong organizational skills, attention to detail, ability to prioritize and manage multiple tasks, and ability to complete projects under time constraints.
- A demonstrated ability to be self-motivated and adaptable, and to work both independently and as part of a team.
- Ability to maintain accuracy and confidentiality with financial and donor-related data.
- Ability to relate in a professional manner to donors, prospects, staff, volunteers and vendors.
- Creativity, flexibility, great sense of humor, and an enthusiastic approach to work.
- Advanced proficiency with Microsoft Word, Excel, Power Point and Outlook required.
- Experience preparing financial reports, including budgets, revenue projections, and revenue tracking preferred.

- Ability to work a flexible schedule, including evenings and weekends on occasion
- Ability to travel up to 3 days/time (no more than 3 times/year)

Application instructions:

To apply for this position, email your cover letter and resume (in Word or PDF format) to jobs@txcampaign.org. Applications without a customized and compelling cover letter will not be considered. Include in the subject line: "Development Director." Applications are accepted until position is filled. No phone calls please.

Please note that an offer of employment will be subject to the successful completion of a background check.

At the Texas Campaign, we know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity, merit-focused employer. We encourage applicants of every gender identity, faith, sexual orientation, race, ethnicity, veteran and disability status to apply.