

**Position:** Director of Development

**Start Date:** 7/1/2020

**Reporting to:** Emily Morrison, Chief Advancement Officer

Austin Achieve Public Schools is a tuition-free, open-enrollment public charter school preparing East Austin youth to attend and excel at the nation's top colleges and universities. The Development Director is responsible for the planning, cultivation, solicitation, and stewardship of Austin Achieve's philanthropic networks. The Development Director fosters a culture of innovation within the organization and works to achieve operations, expansion, and community engagement fundraising goals. The Development Director represents Austin Achieve as a leader in the education community and promotes Austin Achieve's work by supporting the leadership team in their interactions with individual donors, foundations, community partners, and the greater community.

### **Key Responsibilities**

- Secure contributed income from diverse sources including individuals, corporations, and foundations, in keeping with Austin Achieve's mission and vision.
- Assist the Board of Directors and leadership team in the personal cultivation and stewardship of relationships with current and prospective donors and community leaders.
- Work with Austin Achieve's shared services and campus leadership teams to understand programmatic needs and to ensure compliance with donation agreements.

### **Essential Duties:**

#### Individual & Corporate Fundraising

- Work with the CMO leadership team and Board of Directors to achieve annual operations fundraising goals.
- Manage the Board of Directors Major Gifts Committee, Gala Committee, and other task forces/committees as needed.
- Manage school tours, including scheduling, conducting research, and preparing tour briefings.
- Manage the development and delivery of regular communications to external stakeholders, including funders, partners, and others (with the support of the Communications and Outreach Department).

**Statement of Non-Discrimination:** In keeping with our beliefs and goals, no employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.

- Manage donor recognition and stewardship, including tax acknowledgment letters, thank you packages, personal notes/calls from leadership, and other forms of recognition.
- Ensure timely follow-up communications with donor prospects, visitors, and other key stakeholders.

#### Grants Program

- Manage a contracted grant writer and oversee a grants program that includes researching, writing, and developing relationships with prospective foundations and government funders.
- Work collaboratively with the entire staff to identify potential programs for grant funding.
- Ensure that all grant reports are completed in a timely manner.
- Ensure that foundation information is properly recorded and tracked.

#### Database Management

- Manage donor database to ensure up-to-date and accurate information.
- Analyze donor data and generate reports to inform operations and multi-year fundraising initiatives.
- Maintain and improve processes for tracking donor and volunteer activities.
- Prepare weekly donation reports, Board materials, monthly fundraising dashboard reports, and additional miscellaneous detailed and accurate reports as needed.
- Work closely with the finance team to reconcile donations and to improve systems and processes to ensure efficient development practices.

#### Community Engagement

- Develop and advance in-kind community relationships for after-school programs, in-school support, and other areas of need.
- Implement a comprehensive volunteer program for corporate, university, and greater community engagement.

#### Additional Responsibilities

- Actively participate in all team meetings, staff meetings, and Austin Achieve events.

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**Required Experience & Qualifications:**

- Bachelor's Degree
- Minimum of five (5) years of comprehensive experience in the fundraising profession.
- Demonstrated track record in essential development skills: major gifts, face-to-face asks, campaign management, foundation research, and grant writing.
- Excellent interpersonal, communication (written and oral), analytical, and organizational skills.
- Proficiency in Salesforce donor management software.

**Please visit [austinachieve.org/careers](https://austinachieve.org/careers) to submit your application, including a letter of intent and resume. Incomplete applications will not be considered.**

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