



Job Description

Job Title: Development Director

Supervisor: Executive Director, Downtown Austin Alliance Foundation

FLSA Status: Exempt

Summary

Great downtowns don't just happen, they are built by people and organizations that care deeply about making downtown welcoming, vibrant, and vitally important to the culture of the city at large. The Downtown Austin Alliance embodies that spirit of collaboration and stewardship. Members of the Downtown Alliance represent the ownership of nearly 900 commercial properties in the Austin Downtown Public Improvement District (PID). Through leadership on major planning decisions, ongoing partnerships with stakeholders, direct services and impactful projects we work to ensure downtown Austin continues to be extraordinary.

The organization is seeking its first Development Director to build vital revenue streams to support the transformative work of a new non-profit, the Downtown Austin Alliance Foundation. The Foundation's mission is to ignite downtown- through the arts and creative spaces that capture the spirit of Austin – by and for everyone. The new Development Director will have a strategic leadership role helping to shape the organization and its work. The ideal candidate has a proven track record of raising money in the philanthropic and corporate communities, building positive and collaborative relationships, achieving goals consistently and effectively, and is a friendly and persuasive communicator.

The organization is committed to creating a diverse, inclusive workplace and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or veteran status.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Develops and implements a written annual fundraising plan and approach in partnership with the Foundation's Board of Directors and Executive Director.

- Develops the framework and implementation strategy for the organization's customer relationship management (CRM) software for gifts, pledges, campaigns, donor retention, engagement, events, and more.
- Create and implement partnership, membership and sponsorship program that align with fundraising plan in partnership with the Sr. Director of Marketing and Director of Parks and Placemaking.
- Identify, research, develop and submit grants for corporate, philanthropic and government grant opportunities that support the goals of the organization.
- Oversees identification of donor prospects, and participates in a minimum of 100 visits per calendar year to cultivate, solicit and close deals.
- Works to develop and implement corporate and community volunteer programs for the Foundation in partnership with the Parks & Placemaking Director.
- Works collaboratively with communications staff to create customized content collateral or presentations for use in donor/membership/partnership presentations, in accordance with branding, goals and other guidelines.
- Builds awareness, maintains relationships, and creates opportunities with the business and philanthropic communities to deliver mutually beneficial partnerships that align with the goals of the Foundation.
- Maintains accurate and updated records of all contacts and revenue projection pipeline of opportunities in the CRM.
- Coordinates, manages, tracks, and evaluates all membership and partnerships, renewal activities, and potential member and partner solicitations and mailings.
- Contributes to the efficiency of the organization by performing other duties and performing in special projects, as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

BA or BS from four-year college or university in nonprofit administration, business administration, finance, communication or similar field and 5-7 years in fundraising, grant writing, related experience; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

Proficient in Microsoft Outlook, MS Word, Excel, Power Point, and CRM software such as Ne.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Date

Supervisor Signature

Date