



**Job Title:** Vice President, Resource Development

**Supervisor:** President & CEO

**FLSA Status:** Exempt

### **Summary**

The Vice President of Resource Development is responsible for the overall operations of the Downtown Austin Alliance Foundation, including strategic planning, board relations, fundraising and administration. This position is responsible for leading the development and implementation of diverse revenue generation strategies and funding streams, to achieve the foundation's programmatic vision. This position will identify and solicit donations from individuals, endowments, governments, and corporations to advance the identified programmatic areas of the organization and milestones.

This is a full-time (40 hours per week) exempt position. Our standard office hours are Monday through Friday 9:00 am – 5:00 pm. Each role at the Downtown Austin Alliance is based at our physical office in the heart of downtown Austin. As stewards of downtown Austin, we look for talent that wants to be part of our local, collaborative community. We work in a hybrid model, with 3 days a week in the office as our baseline, with Tuesdays as our in-office day for the entire team. We offer a flexible work schedule. Due to the nature of the work we perform, occasional evening and weekend work may be required to meet deadlines or events.

### **Duties and Responsibilities:**

- Partner with the President/CEO and Board members to execute a comprehensive, strategic annual philanthropic plan and foster a culture of collaboration among Board leaders, staff and stakeholders.
- Collaborate with the Board to actively identify, cultivate, solicit and steward donors. Guide and support the Board's efforts to engage their circle of influence to financially support the organization's programs.
- Build awareness, maintain relationships, and create opportunities within the business, government, and philanthropic communities to deliver mutually beneficial partnerships that align with the goals of the organization.
- Design, implement, and execute the annual fundraising plan through targeted revenue generation strategies to help advance the identified programmatic milestones, signature events, and signature programs.
- Establish and meet fundraising goals for events and annual campaigns.
- Manage fundraising outreach, donor relations, and deliverables for all sponsorship opportunities, including identification of new fundraising opportunities.
- Manage grant and proposal writing process in collaboration with internal staff and/or external grant consultant.

- Develop the framework and implementation strategy for stewarding the organization's donations, pledges, campaigns, donor recognition, engagement and retention.
- Collaborate with communications team to create customized content collateral or presentations for use in stakeholder presentations, in accordance with established branding, priorities, and goals.
- Collaborate with communications team to design and fulfill sponsorship benefits for signature events.
- Some evening and weekend meetings and events will be required.
- Performs additional related duties as needed.

### **Supervisory Responsibilities**

Directly supervises the Development Coordinator. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and resolving complaints.

### **Required Skills/Abilities:**

- Able to work collaboratively and work independently with a high-level of self-motivation to meet goals and deadlines. Excellent time management and organizational skills.
- Must be detail oriented and able to demonstrate initiative and follow-up skills.
- Excellent verbal and written communication skills. Excellent interpersonal skills.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to learn and apply new skills.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Excellent with Microsoft Office Suite or similar software with the ability to learn new or updated software.
- Proficient with using a Constituent Relationship Management (CRM) to manage donor information.

### **Education and/or Experience:**

- Bachelor's degree in nonprofit administration, business administration, finance, communication or related field from four-year college or university required; Graduate degree preferred.
- At least ten years of related experience required.
- CFRE certification highly preferred.

### **Physical Requirements:**

- While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- 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.

**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.**

### **Benefits**

- 401K non-elective contribution of 3% plus additional 2% employer match with employee elected contribution.
- Employer-paid employee coverage for medical, dental, and vision
- Employer-paid Life Insurance
- Employer-paid Short/Long Term Disability
- 20 days of Paid Time Off
- 11 paid holidays (including one floating personal day)
- Paid winter break from December 26 – December 31st
- Summer Fridays
- Paid Parental Leave
- Cell phone stipend
- Home Internet stipend
- Commuter benefits
- Wellness benefits
- Bikeshare membership
- Professional Development
- Onsite Gym
- Onsite bike storage
- Fully stocked kitchen with beverages & snacks

The Downtown Austin Alliance 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.

**To apply please email your resume to [careers@downtownaustin.com](mailto:careers@downtownaustin.com).**