



Job Title: Director, Development

Supervisor: SVP, Business Operations

FLSA Status: Exempt

Overview

The Downtown Austin Alliance is a 501(c)(4) nonprofit corporation and steward of our community's collective vision for downtown Austin. We are seeking a dynamic and results-driven Director of Development to join our team. We enhance every aspect of the downtown experience through advocacy, research, planning and placemaking. We are the managing entity of the Downtown Public Improvement District and provide direct services that keep the area clean, safe and welcoming.

As Director of Development, you will play a pivotal role in supporting the Downtown Austin Alliance and Downtown Austin Alliance Foundation's (DAAF) fundraising, grant development, and sponsorship priorities. Your role oversees day-to-day development operations, including grant writing and management, sponsorship fulfillment, donor stewardship, and administrative support for DAAF. This position is responsible for implementing revenue generation processes that advance the organization's programmatic priorities and long-term sustainability, while ensuring consistent execution, organization, and follow-through.

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 do, occasional evening and weekend work may be required to meet deadlines or events.

Duties and Responsibilities:

Revenue Generation

- Support the development and implementation of the annual fundraising strategy in collaboration with the President/CEO, SVP, Business Operations, and Downtown Austin Alliance Foundation (DAAF) Board of Directors.
- Manage sponsorship outreach, cultivation, solicitation, and stewardship for programs.

- Develop sponsorship package levels and benefits in coordination with internal teams.
- Identify, evaluate, and prioritize fundraising prospects that align with organizational needs and program priorities.
- Provide insights and recommendations for annual revenue planning and goal setting.
- Maintain a clear and organized sponsorship pipeline and coordinate updates with leadership.
- Prepare fundraising materials including proposals, decks, and benefits sheets.
- Work with internal teams to ensure sponsorship opportunities are well defined, deliverable, and aligned with program goals.
- Partner with event and project leads to execute sponsorship deliverables and track benefit fulfillment.
- Ensure cross-functional alignment to maintain accurate sponsor messaging and consistent fulfillment.
- Serve as the primary operational point of contact for sponsor logistics and benefit implementation.

Donor Relations

- Collaborate with the DAAF Board to identify, cultivate, solicit and steward donors.
- Support the DAAF Board to engage their networks to generate philanthropic support.
- Build awareness and cultivate relationships across the business, government, nonprofit, and philanthropic sectors.
- Manage donor outreach, stewardship, and follow-up for all sponsorship and fundraising opportunities.
- Conduct ongoing research to identify new corporate, foundation, and community partners.
- Maintain productive, long-term relationships with sponsors, donors, and key stakeholders.
- Coordinate DAAF Board involvement in introductions, connections, and donor engagement activities.
- Maintain contacts and relevant business intel in CRM system.

Grant Management

- Lead all grant development activities, including prospect identification, proposal development, and submission in collaboration as necessary with DAA Program Leads.
- Manage the full lifecycle of grants: compliance, reporting, deliverable tracking, and coordination with internal program or project leads.
- Develop internal systems and workflows to support efficient, compliant management of awarded grants.

Sponsorship and Corporate Engagement

- Manage sponsorship strategy and execution for programs and signature events.
- Cultivate and steward corporate partners in alignment with organizational goals.
- Collaborate with communications team to design and fulfill sponsorship benefits for signature events.
- Some evening and weekend meetings and events will be required to attend corporate, civic, and other special events.
- Performs additional related duties as needed.

Required Skills/Abilities:

- Ability to work collaboratively and independently with a high level of initiative and self-motivation.
- Excellent time management and organizational skills, with the ability to meet deadlines and manage multiple priorities.
- Strong attention to detail, initiative, and follow-through.
- Excellent verbal and written communication skills, including the ability to craft compelling grant narrative and donor communications.
- Strong relationship-building skills with donors, corporate partners, and stakeholders.
- Ability to function well in a fast-paced and occasionally high-pressure environment.
- Ability to read and interpret financial reports, grant guidelines, and technical information.
- Proficiency in Microsoft Office Suite or similar software with the ability to learn new or updated tools.
- Experience using Constituent Relationship Management (CRM) system (Salesforce or similar preferred.)

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 five years of related experience required.
- CFRE certification 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 accommodation 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.

Compensation & Benefits

Salary range \$90,000 – 110,000 with bonus plan eligibility after the successful completion of annual goals.

- 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.

Application Process

To apply, please submit your resume and a cover letter detailing your relevant experience including examples of successful fundraising efforts you've led.

Applications may be sent to [**careers@downtownaustin.com**](mailto:careers@downtownaustin.com).

We will begin interviewing candidates in January 2026.