

Position: Senior Director of Development

Start Date: March 2025

Work Calendar: 229 Days

Reporting to: John Armbrust, Founder & Chief Executive Officer

Salary Range: Starting at \$98,878

Austin Achieve Public Schools is a tuition-free, open-enrollment public charter school preparing Austin youth to attend and excel at the nation's top colleges and universities. The Senior Director of Development is responsible for managing a team in the planning, cultivation, solicitation, and stewardship of Austin Achieve's philanthropic networks. The Senior Director of Development fosters a culture of innovation within the organization and works to achieve operations, expansion, and community engagement fundraising goals. The Senior Director of Development 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 philanthropic donations from diverse sources including individuals, corporations, and foundations that are aligned 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 ensure compliance with donation agreements.

Essential Duties:

Individual & Corporate Fundraising

- Work with the leadership team and Board of Directors to achieve annual operations and capital fundraising goals.
- Plan and execute fundraising events including annual gala and poker tournament.
- Manage ad hoc Board fundraising 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.

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.
- Ensure timely follow-up communications with donor prospects, visitors, and other key stakeholders.

Grants Program

- Manage a grant writer and oversee a grants program that includes researching, writing, and developing relationships with prospective foundations and government funders.
- Work collaboratively with staff to identify 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 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 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.
- Oversee a comprehensive volunteer program for corporate, university, and greater community engagement.

Additional Responsibilities

- Manage and develop team members.
- Actively participate in all team meetings, staff meetings, and Austin Achieve events.
- Serve as Development Liaison to Austin Achieve campus and staff.
- Support monthly Board of Directors meetings and Governance Committee staffing needs, including compiling meeting agendas and materials.

Required Experience & Qualifications:

- Bachelor's Degree
- Minimum of five (5) years of comprehensive experience in the fundraising profession or commensurate experience.

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- 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 to submit your application, including a letter of intent and resume. Incomplete applications will not be considered.

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