

AIA Austin/Austin Foundation for Architecture

Position: Development Director

Status: Full-time | Exempt

The Opportunity

Be a key player in providing Austin an iconic cultural force for architecture + design.

Crucial to Austin's long-term quality of life and vibrancy, the Center illuminates the impact of design. Here, we explore, imagine, and shape the future.

This is a landmark career opportunity to create an effective development program — resulting in what will become a seminal Austin force and destination, and a model for other cities and centers for design.

You will shape a strong, creative, development culture among Board members and staff, AIA Austin's 1,300+ Members and the greater Austin donor community.

Building on your prior proven successes, you will have the opportunity to design significant tailored, sustainable revenue streams and to recruit a passionate core of seasoned volunteers with renowned development committee results.

About AIA Austin/Austin Foundation for Architecture

AIA Austin, a not-for-profit 501(c)(6), is the Austin Chapter of the American Institute of Architects, serving over 1,300 members and 250 Allied Members. AIA Austin is the voice for our region's architecture community. We advocate for our members, the profession, career development, and design excellence. We influence public opinion and policies that shape our built and natural environment.

The Austin Foundation for Architecture (AFA) is the non-profit 501(c)(3) partner of AIA Austin. The organizations operate jointly and share an Executive Director. AFA is entering an exciting phase of growth and is focused on launching a new Center for design. In addition to expanding public program offerings, leadership is also honing site selection for a physical home for the Center.

With this expanded mission, AFA will serve the greater Austin community by creating opportunities for learning, creative experience, exchanging of ideas, and showcasing local, national, and international design talent.

Summary of the Position

Reporting to the Executive Director (ED), and working with Austin's most esteemed architects and civic leaders who are passionate about architecture and design, the Development Director will be a bright, proactive, experienced, and goal-oriented team player who will successfully position and execute the Chapter and the Foundation's efforts to raise significant private and corporate funds to take us through a capital campaign and launch the future center.

As a leader of the staff-board fundraising team, the Development Director is responsible for creating and executing the Center and AIA Austin's annual development plans. They will be instrumental in achieving both organizations annual fundraising goals by growing and diversifying their funding base and creating fundraising strategies that increase the two organizations' support from individuals, corporations, foundations, and other sources. They play a key role in identifying, soliciting, and stewarding donations, grants, and sponsorships. They will identify potential sources of donations, supervise a grants program, and track the progress of fundraising campaigns. They will plan and execute development campaigns, maintain engaging donor communications, and cultivate awareness of the center and other initiatives among potential donors.

The Development Director also has a critical role in dramatically heightening awareness of the Center's long-term goals and involving active participants to bring these goals to fruition by securing major gifts. With a small but mighty staff, the Center's development success requires wholehearted involvement of both boards. The Development Director will motivate Board Members and other volunteers—facilitating their success, as well as fostering donors' positive relations with the Center.

Essential Duties and Responsibilities

Leadership & Strategy

- In collaboration with organization leadership, create annual development plan, dashboard, and budget; prioritize annual development initiatives, and set goals for each revenue stream.
- Track all funding progress and metrics and provide regular reports to ED, Managing Director (MD) and Boards of Directors.
- Collaborate across all departments to understand anticipated funding needs and identify opportunities for donor support, sponsorships, and grants.
- Work closely with ED, MD, and board leadership to create and implement strategies critical to the launch of the Center.
- Manage Development Committee and other committees as needed.

Donor Cultivation & Stewardship

- Lead individual, corporate and board giving and related activities and events; report on activities and analyze data to assess results.
- Create, maintain, evaluate, and prioritize current and potential lists of prospects and monitor progress using moves management.
- Creatively oversee regular communication to donors and sponsors including development of messaging strategies, content, and gift acknowledgements.
- Expand, diversify, and strengthen existing donor relationships. Identify new funding sources and revenue streams for both AIA Austin and AFA.
- Assess, choose, and implement a donor-management/CRM or AMS system that works for both organizations; oversee transition of current data into new system including management of contract data entry personnel.

Capital Campaign

- In partnership with the ED, MD, Boards of Directors, and fundraising consultants, direct capital campaign efforts for the Center.
- Create a calendar of events for campaign prospects and oversee event production for campaign-related events.
- In coordination with Communications & Marketing Director, develop engagement strategies and oversee production of campaign materials (print & digital).

Grant Writing & Management

- Manage contract grants personnel.
- Identify grants, supervise submissions, reporting, and administration.
- Maintain grants calendar and chart of contracted deliverables.
- Monitor and encourage progress on all supported projects, programs, and initiatives.

Other duties as assigned.

Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills and the ability to work cooperatively with diverse groups of individuals.

- Project management skills including budgeting and reporting; be able to independently lead projects from beginning to end.
- Advanced computer skills including knowledge of CRM administration and donor database management systems; proficiency with Microsoft Office Suite and Google Docs.
- Ability to exercise sound judgment, take responsibility for meeting deadlines, and be a skilled problem solver toward the focused goal of building philanthropic support.
- Strong organizational skills and exceptional attention to detail.
- Ability to excel in a fast-paced, high-volume workplace. Willing to adjust to a demanding and changing environment.
- Committed to and passion for AIA Austin and Austin Foundation for Architecture's mission and programs.

Education / Experience

Minimum qualifications:

- Bachelor's degree.
- 5-8+ years of experience in nonprofit fundraising with proven/measurable results, including successful donor and prospect interactions.
- Experience with grant writing and reporting.
- Experience managing a donor database and related software.
- Working knowledge of Austin donor community.

Working Conditions (Travel, Hours, Salary, and Environment)

- This is a full-time (40 hrs/week), salaried/exempt position, with benefits.
- This position is based in Austin, TX; currently operating on a hybrid schedule with two-days expected in-office per week.
- Working hours are 8:30am – 6pm Mon-Thurs and 8:30a – 12pm on Fridays. Some evenings and weekends required for events and committee meetings.
- Travel within Austin is expected for meetings and events. Reliable transportation required.
- This position is not likely to require travel outside the greater Austin area, except for infrequent travel for conferences and other business needs that may arise.
- Primarily sedentary position requiring frequent and regular computer and telephone use. Must be able to lift 10 pounds or more.
- Most duties will be performed in a traditional office environment.
- Workplace is a smoke and drug-free environment.
- Salary range is \$80-100K. Salary commensurate with experience.

Start Date

Flexible now through January 2023. We are looking to fill this position as soon as possible and candidates will be considered on a rolling basis.

To Apply

For confidential consideration, please submit a cover letter describing your interest in this position, your resume, and three professional references to ingrid@aiaaustin.org with "Development Director" in the subject line. Applicants whose candidacy is being considered will be contacted. No phone calls will be accepted regarding this position.

Equal Opportunity Employer

AIA Austin & AFA are equal opportunity employers. All applicants will be considered with without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.