

Director of Annual Giving

Are you passionate about working for an organization that serves to empower and uplift students through the education system by removing barriers and helping students realize their fullest potential? Our mission is to surround students with a community of support, empowering them to stay in school and achieve in life. We achieve our mission by hiring bright, creative, and innovative team members who demonstrate a passion for what they do.

If this is you, are you All In For Kids?

CIS of Central Texas is currently seeking a full-time **Director of Annual Giving** to lead and execute a comprehensive annual giving program in **Austin, TX**. This includes securing and managing leadership gifts (\$1,000 - \$4,999), developing/leading direct appeal and events strategies, and overseeing corporate giving and sponsorships. The role involves cultivating and soliciting a portfolio of individual and corporate donors, managing donor acquisition and retention activities, and strategically guiding the development of the agency's annual fundraising efforts.

Who we are:

Rooted in community for over 40 years, Communities In Schools of Central Texas is a sophisticated 501(c)(3) nonprofit organization in Austin, Texas. Communities In Schools (CIS) is a national organization that ensures every student, regardless of race, gender, ability, zip code, or socioeconomic background has what they need to realize their full potential in school and beyond.

We are in strong financial health with six months of reserves and a long history of clean audits.

This is an exciting time to join Communities In Schools. In Fall 2024, we will move into our new 30,000 sq ft headquarters, funded through contributions and New Market Tax Credits.

Who you are:

First and foremost, we are looking for amazing people who have diverse backgrounds and experiences, are inspired by our mission, and are highly motivated to change children's lives through education. We value diversity of ethnicity, race, socioeconomic status, sexual identity, gender, religion, language, ability, and experience and exemplify this through the makeup of our team at all levels. You will be right at home here if you cultivate strong relationships and push yourself, your work, and the people around you to the next level.

What we offer:

CIS offers a competitive salary commensurate with experience in a similar position. The starting salary range for this position is \$5,833.34/mo. Salaries are determined by qualifications and relevant experience. New hires are typically brought into the organization at a salary between the range minimum and midpoint depending on experience and in alignment with internal equity.

Some of our benefits include:

- Generous time off includes 4+ weeks of holiday and 2 weeks of vacation time
- Three (3) Personal Days

- Twelve (12) Sick Leave Days
- CIS pays for 100% of the employee premium for the base medical insurance plan and we provide subsidy to support coverage for spouse/domestic partner and children
- Dental and vision plans, disability, life insurance, parenting benefits, flexible spending account options
- Professional development
- 403(b) retirement plan with an employer match
- Employee Assistance Program (EAP)
- We offer an inclusive environment where staff are encouraged to bring their whole selves to work every day

What you'll bring:

- Bachelor's degree in a related field is required; an advanced degree or certification in fundraising is preferred
- Minimum of 5 years of professional fundraising experience with progressive leadership responsibilities and a proven track record in individual donor solicitations and cultivation, direct appeal strategies, and event management
- Demonstrated success in planning, implementing, and analyzing individual giving initiatives including direct mail, electronic appeals (email and SMS), social media campaigns, and donor acquisition
- Proven track record of building relationships with individual major and leadership donors in order to solicit and secure annual gifts as well as retain these donors
- Extensive experience leading and maximizing large-scale fundraising events as well as managing high-performing volunteer committees
- Expertise in developing and executing corporate giving strategies, managing a corporate giving portfolio, and securing sponsorships and other corporate gifts
- Superior communication skills, both written and verbal, with experience in crafting compelling donor proposals and making impactful presentations
- Minimum of 2 years supervising development employees, providing support, coaching, and accountability leading to positive fundraising outcomes
- Strong organizational, time management, and project management skills, with the ability to handle multiple priorities and deadlines
- Proficiency in donor database management, Microsoft Office Suite, and familiarity with graphic design and web design tools

- Demonstrated ability to work effectively in a mission-driven agency whose participants and staff exhibit cultural sensitivity when working with colleagues, community stakeholders, vendors and volunteers
- Superior interpersonal skills and the ability to persuasively promote ideas
- Superior written, oral communication and listening skills
- Demonstrated ability to organize workload in a busy environment and able to work well under pressure while managing multiple tasks simultaneously
- Ability to work independently with minimal supervision in a fast-paced team environment
- Ability to work collaboratively and be a strong contributor in a team environment

What you'll do:

Strategic Fundraising Leadership

- **Leadership Giving Program:** Manage and expand the leadership giving program, maintaining a portfolio of individual donors contributing \$1,000 - \$4,999. Cultivate and solicit these donors with personalized strategies to enhance their long-term commitment to the organization.
- **Corporate Giving Strategy:** Develop and implement a comprehensive corporate giving strategy, including identifying and cultivating corporate partners, managing a corporate giving portfolio, and securing sponsorships for key events/initiatives.
- **Direct Appeal Campaigns:** Plan and manage annual giving and donor acquisition campaigns, including direct mail, Amplify Austin, Ready for School Supply Drive, e-appeals, and social media appeals, ensuring alignment with the agency's overall fundraising strategy.

Event Management

- **Events Strategy:** Lead the strategy, planning, and execution of signature events such as the Food for Thought gourmet tasting benefit and Campus Visits lunch-and-learns. This includes managing event committees, overseeing budgets, coordinating logistics, and ensuring these events meet their fundraising goals.
- **Committee Management:** Coordinate and manage event committees, working closely with board members and community leaders to advance event planning and execution. Function as the staff manager of high-performing event committees, building relationships with and supporting these key fundraisers, volunteers and stakeholders.\
- **Sponsorships:** Secure sponsorships by developing targeted sponsorship packages and maintaining strong relationships with corporate sponsors

Donor Cultivation and Stewardship

- **Portfolio Management:** Cultivate and solicit a portfolio of individual and corporate donors, focusing on building long-term relationships and increasing donor retention

- Stewardship Plan: Develop and implement a comprehensive stewardship plan for all leadership and corporate donors, ensuring timely and personalized recognition that deepens donor engagement

Management and Supervision

- Management: Supervise and manage Development Manager position, which is responsible for the tactical execution of agency fundraising events and direct appeal campaigns
- Coaching/Training: Develop employees leading to high performance, critical thinking, and independence
- Accountability: Evaluate supervisees and hold accountable to a mutually understood set of standards and outcomes

Collaboration and Community Engagement

- Agency Representation: Represent the agency at community events and meetings, building relationships with key stakeholders and raising the profile of Communities In Schools
- Collaboration: Work closely with the Chief Development Officer and other team members to align fundraising efforts with the agency's strategic objectives. Participate in the CIS team approach to service delivery and problem-solving.

Analysis and Reporting

- Data Analysis: Analyze and report on key fundraising metrics, including donor acquisition, retention, and event performance, to inform future strategies and enhance fundraising outcomes
- Budget Management: Prepare and manage budgets for all development activities, ensuring fiscal responsibility and alignment with organizational goals
- Strategic Planning: Contribute to the overall strategic planning of the development department, identifying new opportunities for growth and innovation in fundraising

Specific Job Competencies

- Advanced Fundraising Skills: Demonstrate in-depth knowledge and expertise in fundraising principles, with a focus on leadership giving, corporate sponsorships, and direct appeal strategies
- Strategic Thinking: Ability to develop and implement strategic plans that align with the organization's goals and drive significant fundraising success
- Relationship Building: Excel in building and maintaining strong, authentic relationships with donors, corporate partners, board members, and community leaders
- Communication Proficiency: Superior skills in written and oral presentations, with the ability to effectively communicate the organization's mission and impact to diverse audiences

- **Project Management:** Proven ability to manage complex projects, including large-scale events, with attention to detail, deadlines, and budget constraints

Reporting structure: This position is supervised by the Chief Development Officer.

Worksite: CIS Administrative office. Occasional work hours in the evening and occasional travel between events and the administrative office in Austin, Texas.

[Learn more about our Values](#)

Applications will be accepted until the position is filled.

Communities In Schools of Central Texas is an equal-opportunity employer.