



POSITION: SENIOR DEVELOPMENT MANAGER

Organization: Texas Historical Commission (the THC Development office/the Friends of the THC)

Primary Location: Texas-Austin

Work Locations: Gethsemane Lutheran Church, 1510 N Congress Ave, Austin 78701

Schedule: Full-time Standard Hours Per Week: 40.00

Salary (Pay Basis): **\$75,600 – \$80,400** (annual) plus benefits (a very competitive benefits package including retirement and health benefits) offered. Please visit <https://www.ers.texas.gov/home.aspx> for additional details.

ABOUT THE FRIENDS OF THE TEXAS HISTORICAL COMMISSION AND THE THC DEVELOPMENT OFFICE

The mission of the Friends of the Texas Historical Commission is to partner with the Texas Historical Commission to preserve and protect the real places and real stories of Texas and all Texans, securing philanthropic resources to ensure a lasting legacy for future generations.

The Texas Historical Commission (THC), by statutory authority, has a development office within its Administrative Division. This development team includes the THC Chief Development Officer, the Development Managers, and the Finance and Office Manager/Bookkeeper, all of whom are state employees. Per a Memorandum of Agreement between the THC and the non-profit 501(c)(3) **Friends of the Texas Historical Commission (FTHC)**, the THC development staff also staff the nonprofit FTHC. This Senior Development Manager position is, therefore, a State of Texas employment opportunity.

<http://www.thcfriends.org>

JOB OBJECTIVE:

Perform highly complex (senior-level) fundraising consultative services and technical assistance to the Texas Historical Commission (THC) agency staff, Texas Historical Commission (THC) Commissioners, Friends of the Texas Historical Commission (FTHC) Board of Trustees, and the general public. Work involves planning and implementation of the Friends of the THC's foundation and institutional fundraising, donor relations management, communications and outreach, and Preservation Scholars Programs. Work under limited supervision, with considerable latitude for the use of initiative and independent judgment.

APPLICATION PROCESS:

PLEASE APPLY AT: <https://capps.taleo.net/careersection/808/jobdetail.ftl?job=00050922&tz=GMT-05%3A00&tzname=America%2FChicago>

RESUME, COVER LETTER, AND WRITING SAMPLE REQUIRED FOR THE APPLICATION.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- **Development and Fundraising:** Coordinate foundations and institutional fundraising (public agency as well as quasi-public funding sources). Manage a robust list of foundation and

institutional prospects, and prepare, maintain, research, and manage targeted donor lists for specific programs and projects, including capital campaigns. Manage reporting and stewardship of foundation and institutional gifts. Engage in active communications with prospects to foster long-term relationships; work with the Executive Director and the appropriate agency program staff to provide timely reports to donors for program/project related grants. Support on any ongoing fundraising campaigns and support the FTHC team on fundraising or special events.

- **Donor Relations Management:** Ensure accuracy and currency of donor database, especially as it relates to foundations and institutional giving. Maintain all donor contact on the database and develop and coordinate standard operating procedures. Generate regular reports to track annual foundation and institutional fundraising goals.
- **Program Development and Support:** Lead and coordinate all aspects of the Preservation Scholars Program including: cultivating donor relationships in support of the program, and soliciting annual grants or individual gifts for the program; managing the Preservation Scholars Committee; coordinating the annual planning process (fall through summer) for the program; updating and managing the applications process and calendar, and coordinating the internship program through the 10-week period in the summer of each year. Create and/or develop and expand other distinct FTHC programs, including education and outreach programs as required. Manage and develop the FTHC's virtual events program, including identifying and securing speakers, and managing the schedule of programming. Work with the ED to develop and conduct the Development Training Seminars/Workshops. Work with the ED to build sponsorships and partnership support for the annual Real Places Conference. Work with the Historic Sites Community Partnerships Program Manager to liaison with local Friends groups, serve as a resource, and coordinate fundraising efforts.
- **Communications and Outreach:** Coordinate all aspects of the FTHC's Communications Program, including donor communications, social media, newsletters and publications, and marketing materials, etc. Update and manage a communications plan for ongoing communications with all stakeholders. Manage, refine, and update web and online content as needed, with feedback and guidance from the ED. Supervise the Social Media coordinator, including working with them to develop and publish social media content.
- **Board Management:** Coordinate with the ED and Finance and Office Manager on arrangements for board/committee meetings. Assist in building FTHC board and committee meeting agendas and board meeting planning. Facilitate board action items that relate to THC division.
- **Financial Management:** Assist the Executive Director and Finance and Office Manager in the development and review of FTHC's budget and financial reports. Participate in the annual budgeting process.
- May train others.
- Adhere to established work schedule with regular attendance.
- Follow all THC safety guidelines/procedures and ethics requirements.
- Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

(The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university;
- Minimum six-seven years' experience in development and fundraising, specifically in grant-writing and donor relations management;

- Experience in program development and coordination;
- Experience in donor communications (emails, newsletters, etc.);
- Experience in donor database management (customer/constituent database management (CRM) systems, such as Neon, Raiser's Edge, or other fundraising software);
- Proficiency in Microsoft Office Suite (Microsoft Word, Excel, PowerPoint, Publisher, etc.);
- Proficiency in online communications software (like Gov Delivery, MailChimp, Constant Contact, etc.);
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel a minimum of 30% of the work period.

PREFER:

- Experience in fundraising events management/coordination;
- Experience in board management/support;
- Experience in website management and web content development;
- Demonstrated experience and skill in public speaking; and
- Demonstrated interest in history, historic preservation, or the arts.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication and organizational skills;
- Exercise sound professional judgment and discretion in establishing, applying, and interpreting fundraising policies and procedures;
- Exercise ethical considerations for management of sensitive donor data, and for broader development activities;
- Ability to work effectively under pressure and meet deadlines while maintaining extreme attention to detail;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to prioritize and attend to multiple projects and responsibilities simultaneously, and to adapt successfully and quickly to change, and deliver results in a timely manner with a strong attention to detail and high standard of quality;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to establish and maintain effective working relationships, and to collaborate with various constituencies, including agency staff, FTHC board, community partners, donors, and volunteers, with a full commitment to customer service;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Effective critical thinking skills;
- Skill in identifying measures and indicators of program performance;
- Proficiency in web content development and in using communications software like Gov Delivery, MailChimp, Constant Contact, etc.;
- Knowledge of graphic design;
- Skill in the use of general office machines, including a personal computer with word processing, excel, and other software;
- Skill in providing customer service excellence to both internal and external customers; Ability to travel as needed for donor meetings, events, etc.