

Associate Director of Development



Department: LBJ Foundation Development and Fundraising

Type: Full-time, salary with health and retirement benefits

Employer: LBJ Foundation

Location: LBJ Presidential Library, Austin, Texas with possibility to work remotely on occasion

Schedule: Normal business hours with occasional evenings and weekends

To apply for the position, please submit a cover letter and resume to hr@lbjfoundation.org. Deadline to apply is Friday, September 29.

POSITION SUMMARY

The Associate Director of Development researches, identifies, and develops new relationship opportunities for the LBJ Foundation, with a focus on corporate and foundation relations; devises ways to help partners intersect their goals with the LBJ Foundation's mission.

The LBJ Foundation is selective in its efforts to develop partnerships that support its agenda and the legacies of President and Mrs. Johnson, therefore it is critical that the organization maintain a proactive and coordinated approach to partnership servicing and partnership integration.

The Associate Director position plays an integral role in ensuring the reputation of the LBJ Foundation and the institutions it serves. Working closely with the Chief Development Officer, this position is instrumental in leveraging significant support for the foundation's mission and vision. The Associate Director will manage a mixed portfolio of corporate and foundation donors and be charged with developing and implementing strategies to identify, cultivate, solicit, and steward major gifts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Utilizes prospect research tools to identify new partnership opportunities that align with and support key initiatives and priorities of the LBJ Foundation, LBJ Presidential Library and the LBJ School of Public Affairs and their namesake.
- Assesses prospect interest, matching particular interests with LBJ School, LBJ Library, or LBJ Foundation priorities and then facilitates involvement of donors in the activities of assigned area as appropriate.
- Help develop compelling fundraising materials and proposals, working alongside the other key members of the organization.
- Works in alignment with the direction provided by development leadership to successfully guide partners through each step of the process from prospecting to pitching to contracting, partnership launch, partnership execution, and renewal.
- Participates in solicitation calls and meeting and prepares necessary materials for those calls, such as briefings and proposals.
- Track partnership impact against our goals in collaboration with program, finance, and communication teams to link back to partners and show progress.
- Supports the sponsorship and corporate membership process for the Friends of the LBJ Library and the Future Forum membership programs, including prospecting new companies for sponsorship and corporate membership.
- Serve as an important point-of-contact at LBJ's events that involve partners.
- Provides status, financial, and progress reports.

- Other duties as assigned.

The ideal candidate

This position requires a self-starter, comfortable with meeting high-level people in the community, spreading awareness about LBJ's legacy and the three LBJ institutions, all while cultivating relationships for strategic partnerships and financing opportunities. The Associate Director must be an effective communicator with the ability to speak to different audiences, and must be firmly committed to our mission.

- Fundraising experience, preferably in higher education or non-profit organizations, and a proven track record of cultivating, soliciting, and closing gifts of \$25,000 and above.
- Excellent oral and written communications skills and ability to organize multiple projects simultaneously and within tight deadlines while achieving revenue goals.
- Strong customer service and interpersonal skills, including the ability to develop and maintain cooperative, effective relationships with partners, staff, and other key leaders and stakeholders.
- Solutions and detail-oriented; creative with a strong work ethic.
- The ability to work collaboratively and persuasively with key internal and external stakeholders.
- Appreciates working as part of a team toward the betterment of an organization as a whole.
- Willingness to work nights, weekends, and holidays, as required.
- Knowledge of Raiser's Edge or other customer relationship management (CRM) software is preferred.

About the LBJ Presidential Library

Situated on a 30-acre site on The University of Texas at Austin campus, the LBJ Presidential Library is one of 14 presidential libraries administered by the [National Archives and Records Administration](#). It houses 45 million pages of historical documents, 650,000 photos, 5,000 hours of recordings, and more than 54,000 artifacts from the political career of the 36th President of the United States, Lyndon B. Johnson.

In addition to serving as an archive and museum dedicated to Johnson's life and political career, the library hosts special exhibitions, educational programming, and events throughout the year.

About the LBJ Foundation

Established by President and Mrs. Lyndon B. Johnson in 1969, the LBJ Foundation is a nonprofit organization comprised of a board of trustees and administrative staff that supports the LBJ Presidential Library and the LBJ School of Public Affairs at The University of Texas at Austin.

The LBJ Presidential Library, operated under the auspices of the National Archives and Records Administration, maintains the archive of President Johnson's administration and political career and promotes his legacy while providing, in his words, "a springboard for the future" through public programming aimed at addressing the issues of our time. The Foundation enhances the Library by directing public programming, administering the museum's store and admissions operations, and directing grants for researchers and scholars.

The LBJ School of Public Affairs embodies President Johnson's living legacy by nurturing leaders and public servants in the hopes that they will pursue what he called "the oldest, most basic mission of our country: to right wrong, to do justice, to serve man." The Foundation provides financial support for the school for the outstanding education it offers its graduate students in public policy and government affairs, community outreach, and global initiatives.

All bearing our 36th President's name, these three institutions—the LBJ Foundation, the LBJ Presidential Library, and the LBJ School of Public Affairs—preserve Lyndon B. Johnson's consequential legacy while pursuing his hopeful vision for the future.

Equal Opportunity Employer

The LBJ Foundation is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, religion, gender, sexual orientation, national origin, age, disability, veteran status, or any other protected status under applicable laws. We encourage all to apply.

The LBJ Presidential Library is a federal institution and requires all employees working within the building to submit fingerprints and undergo a background check.

Salary Range is \$75,000 - \$95,000