



Executive Director
Association of Fundraising Professionals Greater Austin Chapter (AFP-GAC)
Austin, TX

ABOUT US:

The Association of Fundraising Professionals (AFP) is the professional association of individuals responsible for generating philanthropic support for a wide variety of nonprofit, charitable organizations. Founded in 1960, AFP (formerly the National Society of Fund Raising Executives) advances philanthropy through its more than 30,000 members in 190 chapters throughout the world through advocacy, research, education, and certification programs. For more than 40 years, AFP has been the standard-bearer for professionalism in fundraising.

The Greater Austin Chapter, founded in 1984, includes approximately 250 members throughout Central Texas. Its events and programs are open to all Greater Austin nonprofit fundraising professionals, whether or not they are members of the Chapter. The Chapter maintains an online Job Board and hosts networking events, educational luncheons, intensive workshops, a One-Day Conference, an annual Philanthropy Day celebration and a biennial Legislative Action Day. It also awards various forms of funding to support nonprofit fundraisers and fundraising capacity-building through its Opportunity Fund, membership scholarships, conference scholarships, CFRE exam scholarships, and more.

About You:

You are a results-oriented fundraising professional, known for your ability to execute tasks with precision and efficiency. You have a strategic mindset and a proven track record in the nonprofit sector. You've consistently increased revenue (membership/donors) for your organizations and have spearheaded successful fundraising initiatives. You are a collaborative leader of teams and volunteers. Your passion for making a positive impact aligns with our organization's mission, and you are ready to contribute your skills and expertise to drive growth and influence within the philanthropic community. If you are a dynamic individual who can execute, lead, collaborate, and elevate organizational success, we invite you to apply and become a pivotal player in shaping our future. This position will report to the AFP Austin Board President.

Job Description:

Vision and Strategic Leadership:

- Collaborate with the Board on the execution of the Chapter's 2026-2028 Strategic Plan, whose three pillars are operational excellence, financial sustainability and community engagement.
- Seek out and foster relationships with key stakeholders in various sectors to identify new opportunities for funding and community engagement.
- Act as the public face of the organization, participating in public speaking engagements, interviews, and contributing to articles to enhance the organization's visibility and impact.
- Collaborate with the marketing and communications committee to support various initiatives, contributing to the development and execution of strategies that enhance the organization's visibility and brand presence.

Fundraising and Financial Oversight:

- Identify, cultivate, and expand diversified funding streams, including grants, sponsors, donors, programmatic revenue, and affinity programs, ensuring financial health and sustainability.
- Oversee organizational finances, policies, and procedures to maintain the highest level of fiscal integrity. Monitor ongoing progress, cash flows, and investments, implementing necessary course corrections.
- Ensure the relevancy, support, and evaluation of all signature AFP-GAC programs, continuously improving and being accountable for funding outcomes.

Program and Event Management:

- With support from relevant committees, coordinate and support volunteers in executing event and program activities.
- Manage the planning and execution, including event registration, sponsorships, invoicing, marketing materials and logistics, for networking events, educational luncheons, intensive workshops, the annual One-Day Conference, annual Philanthropy Day celebration, and biennial Legislative Action Day.
- Oversee member stewardship and retention as well as non-member cultivation, working with the Membership Committee.
- Supervise scholarship calendar and process including marketing, application collection, review, awards, financial management and scholarship recipient program participation.

Board Management and Chapter Governance:

- Serve as an ex-officio member of the Chapter Board of Directors and the Executive Committee, providing support in the development and execution of

board meeting agendas and minutes. Complete and submit the annual Chapter Accord, Ten Star Gold, and IDEA Champion applications in December/January, detailing various activities that may vary each year.

- Review and monitor financial activities for proper budget allocations, complete required annual processes such as the AFP Chapter Accord Process and ensure ethical standards by approving job postings prior to publication.
- Occasionally travel to attend AFP Global events (ICON and LEAD), for networking, sharing insights, and fostering collaborations to contribute to the professional development and success of the individual in the dynamic field of fundraising.
- Serve as advocate and liaison to AFP Global offices and staff.
- Supervise and manage contract services to support the chapter, such as bookkeeping, event management services, and administrative support services. Manage vendor relationships ensuring efficiency, ROI and compliance with organizational policies.

Qualifications and skills

- 5-7 years of leadership and management of fundraising and/or membership organizations, preferably in a non-profit environment.
- Demonstrate a robust commitment to Inclusion, Diversity, Equity and Access (IDEA) across various facets of the organization, including membership, board representation, and educational programming.
- Ability to leverage development strategies to advance organizational results.
- Skilled at inspiring teams to deliver superior work and customer service.
- Excellent leadership and management skills, including management of individuals, committees, and projects. Excellent interpersonal, oral, and written communication and public speaking skills with the ability to simplify and articulate complex concepts to various audiences.
- Ability to approach situations and challenges as opportunities for growth and learning.
- Demonstrated team player who can incorporate diverse perspectives while affirming different cultures, styles, and approaches.

Compensation and Benefits:

Salary Range: \$85,000-\$95,000 for 40/hours a week.

Health Care Stipend: To support the health and well-being of our employees, we offer a health care stipend to assist with the costs of health insurance. Each eligible employee will receive a monthly stipend of \$400, which can be used to purchase individual health insurance or to offset the cost of their existing health coverage. This stipend is provided in addition to the employee's regular compensation and is

intended to give employees the flexibility to choose the health insurance plan that best meets their needs. By offering this health care stipend, we aim to alleviate the financial burden of health insurance and ensure that our employees have access to the medical care they need.

Work Environment: This position, based in Austin, TX, offers a flexible hybrid schedule with an expected 40-hour workweek. The role requires in person attendance at select committee meetings and chapter events, fostering local engagement and proactive communication within a collaborative hybrid environment, as well as regular (at least weekly) in-person administrative functions such as checking the organization's mailbox.

Paid Time Off: AFP-GAC offers a comprehensive Paid Time Off (PTO) policy to support the well-being and work-life balance of this employee. Each calendar year (January 1-December 31), employees are entitled to a bank of 15 vacation days to be used for rest, relaxation, and personal activities. In addition, employees receive 7 sick days annually to address health needs for themselves or their immediate family members. Our PTO policy also includes paid time off for standard holidays, New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, and Christmas, along with 6 additional floating holidays. These floating holidays allow employees the flexibility to take time off for personal or cultural observances of their choice, ensuring they have the opportunity to celebrate occasions that are meaningful to them.

Cell Phone and Internet Stipend: We provide a remote working stipend of \$75/month to help cover the costs of your cell phone and internet services.

To apply:

Email your resume, cover letter and three references to 2026 AFP Board President Amelia Long, [along\(at\)centraltexasfoodbank.org](mailto:along(at)centraltexasfoodbank.org) with the subject line "AFP Austin Executive Director application."