



Alumni and Donor Relations Manager

Leadership Austin develops transformational leaders in Central Texas. If you are interested in this dynamic work, apply today!

About Leadership Austin

Leadership Austin, in its 45-year history, has been part of the leadership development journey for thousands of emerging and established community leaders in Greater Austin. Guided by our vision of a future where all people and communities contribute to a better Central Texas, we believe that leaders are everywhere – our mission is to connect and develop them to courageously engage and transform our communities.

This is an exciting moment to join a fun, high-performing team shaping the future of Leadership Austin. The Alumni and Donor Relations Manager will be an integral part of our new strategic direction, in collaboration with the [Board of Directors](#), [staff](#), and [alumni](#).

Vision for Position

The Alumni and Donor Relations Manager believes deeply in Leadership Austin's [mission, vision and values](#) and will enhance our development strategy and systems. This role demonstrates brand excellence, has an eye for detail, and is committed to elevated stewardship of donors and alumni to support the organizational mission.

The Alumni & Donor Relations Manager reports to the Chief Development Officer and interfaces with alumni, the Board of Directors, program participants, vendors, and community partners.

Essential Attributes

This job could be for you if you bring more than five years of experience in nonprofit development. The Alumni & Donor Relations Manager has a background in effective database management, and a commitment to accuracy, timeliness, and enhancing the donor and alumni experience. You understand and enjoy the mission-driven culture of the nonprofit sector but bring an entrepreneurial energy and approach to your work. A successful candidate understands how their role impacts the overall mission and brings consistency, creativity, resourcefulness, and critical thinking to the role. This role also collaborates effectively with colleagues and stakeholders of diverse backgrounds, views, and positions.

If you are not sure if you meet 100% of the qualifications, but you are eager to learn, we encourage you to still apply. We are actively seeking underrepresented talent and looking for folks who believe in the mission, are ready to learn, and will bring a lot to the team! Training on Leadership Austin systems and processes will be provided.

Job Functions

Development & Stewardship – 40%

- **Fundraising:** Secure new, renewed, or increased funding and in-kind support through face-to-face solicitation, online giving, direct mail campaigns, special events, and proposals, in close collaboration with the Chief Development Officer.
- **Annual Development Plan:** Support Chief Development Officer in creation and execution of annual development plan to achieve revenue goals.
- **Annual Campaign:** Manage annual giving campaign for portfolio of donors. Plan and execute steps for donor identification, qualification, cultivation, solicitation (or support of leadership in soliciting major gifts), and stewardship.
- **Grants:** Monitor and coordinate grant submissions that align with our mission, in partnership with colleagues.
- **Stewardship:** Provide an exceptional donor experience and seamless execution of donor benefits, recognition, and thank you correspondence. Assure accurate and timely gift entry, reporting, and stewardship.

Data Management & Reporting – 40%

- **Database Management:** Primary manager of donor customer relationship management (CRM) database ensuring data quality and conducting regular, ongoing maintenance of alumni and donor data across multiple platforms. Serve as point person for Leadership Austin staff members working in the Neon system including providing the appropriate training and privileges.
- **Gift Processing and Reporting:** Process charitable gifts and event registrations in CRM database; Prepare acknowledgement and receipting of all donations and write and process reports related to giving trends, financial transactions, and revenue reconciliation.
- **Organizational Reports:** Develop management reports and dashboards to enhance organizational effectiveness and compliance with reporting requirements.

Alumni Involvement and Events – 15%

- **Alumni Involvement:** Manage Class Rep program, triennial alumni survey, alumni directory, and coordinate relationship and learning opportunities. Work with the marketing team to promote alumni achievements and civic engagement opportunities.
- **Event Registration & Communication:** Manage event registrations, guest lists, pre-event communication, post-event communication and check-in during events. Major annual events include Holiday Party, Welcome Reception, Courageous Leaders Lunch, Leadership Austin Conference, and Vision Council.
- **Event Support:** Recruit, manage, and train volunteers. Support on-site event logistics to foster an exceptional participant experience. Prepare event budgets.

Organizational Support – 5%

- Support Board committees, such as Finance, Development, and Alumni committees
- Represent Leadership Austin at community events
- Perform other duties and special projects as assigned by the Chief Development Officer

Minimum Qualifications (Required):

- 5+ years relevant experience in nonprofit development, or similar
- Excellent organizational and analytical skills
- Proven experience in nonprofit CRM database software (Neon preferred)

- Ability to verify data inputs and correct errors
- Proven ability to manage event logistics
- Proficient budget creation for events and campaigns
- Excellent customer service skills and volunteer management experience
- Embraces and actively promotes the value of inclusivity and equity, both in the workplace and in the community
- Strong interpersonal skills to interact with staff, volunteers, alumni, and donors
- Ability to communicate effectively, both orally and in writing
- Ability to maintain discretion and confidentiality
- Proficient in Microsoft Office Suite with advanced Excel skills
- Ability to lift 25 pounds and transport event supplies and materials
- Ability to travel to/from the office and off-site locations where events are held

Preferred Qualifications (Not Required):

- Experience managing individual annual campaigns
- Experience with fundraising software and online giving platforms
- Knowledge of data collection and evaluation best practices
- Proficient in digital graphic design tools (Canva preferred)
- Proficient in digital communications platforms (Mailchimp or Constant Contact preferred)
- Proficient in Google Workspace (Gmail, Docs, Sheets, Slides, Forms, etc.)
- Copy writing and editing skills
- Comfortable presenting to groups up to 75 in person and virtually
- Knowledge of the gift lifecycle and fundraising best practices as set by the Association of Fundraising Professionals, including solicitation, stewardship, gift processing, and gift acknowledgement practices
- Leadership Austin Essential or Emerge Alumni (not required)

Job Type: Full Time, Non-Exempt

Our Commitment

We believe deeply in the fascinating characteristics that make us different. Our dedication to diversity, multiculturalism, and inclusion is reflected in our programs and offerings. Leadership Austin is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Schedule

Leadership Austin provides work schedule flexibility. Remote working is available on Mondays and Fridays with standard office hours on Tuesdays, Wednesdays, and Thursdays. Job does require occasional evening and weekend events.

Benefits and Compensation

Starting salary is \$60,000; commensurate with experience. Benefit package includes access to medical, dental, paid time off, work schedule flexibility, along with learning and professional development opportunities. Full details available during interview sessions.

To Apply

To be considered, complete this [brief questionnaire](#) and e-mail a cover letter and resume to careers@leadershipaustin.org no later than **May 20, 2024** at 9:00 am (CST). The subject line should be "ADM."