

## **AIA Austin/Austin Foundation for Architecture Development Manager**

AIA Austin is the Austin Chapter of the American Institute of Architects, serving over 1,100 members and 200 Allied Members. We are a not-for-profit 501(c)(6). The Austin Foundation for Architecture (AFA) is the non-profit 501(c)(3) partner of AIA Austin.

All AIA Austin/Austin Foundation for Architecture staff members share the following core responsibilities:

- Provide outstanding service and ensure a welcoming culture for Members, Allied Members, and visitors
- Answer basic questions about benefits and value of AIA membership, services, and programs
- Provide member care and customer service responses to frequently asked questions
- Advocate for and communicate the importance of design and the work of architects
- Promote a positive office culture of mutual respect, and maintain a flexible and collaborative attitude, working with other staff on projects, events, duties, and assignments as required
- Participate in all major Chapter events as needed, including board meetings, various committee events, Luncheon Speaker Series, Design Awards Celebration, Homes Tour, Summer Conference, and Holiday Party.

### **Development Manager**

AIA Austin and the Austin Foundation for Architecture seek a bright, positive, experienced, and goal-oriented team player who will help the Executive Director and Staff shape a development department for the two organizations, and be instrumental in achieving both organizations' annual fundraising goals by growing and diversifying their funding base. The Development Manager helps create fundraising strategies that increase the two organizations' support from individuals, corporations, foundations, and other sources. They play a key role in identifying, soliciting, and stewarding donations, grants, and sponsorships. They will identify potential sources of donations, write grants, and track the progress of fundraising campaigns, including AIA Austin's Allied Member Program. They will manage direct-mail campaigns and donor communications. The Development Manager will be responsible for the integrity of the grants program, making sure all deadlines are met with materials reflecting quality and accuracy.

### **Responsibilities include**

- Work with the ED, Programs and Events Director, and Treasurer to create and manage annual development budget and development plan
- Help the two organizations assess, choose, and implement a donor-management/CRM or AMS system and oversee transition of current data into new system
- With ED and Programs and Events Director, plan, administer, implement, and analyze fundraising activities and events, including donor patron receptions events, to ensure that all donors and sponsors are properly acknowledged before, during, and after events, and receive regular communication by making donor and sponsor relationships a priority
- Identify grants, write submissions, and follow through with administration. Maintain grants calendar and chart of contracted deliverables for organizational and planning purposes. Monitor and encourage progress on all supported projects, programs, and initiatives.
- Identify new funding sources for both AIA Austin and AFA
- Provide regular reports to ED and Boards of Directors about fundraising progress
- Work with ED and Programs Director to create, maintain, and foster relationships with Allied Members and donors within the community
- Produce all submissions and reports in a timely and high-quality fashion for private foundations, corporate foundations, and government funding agencies, compiling program and budgetary information, drafting narratives, and formulating financial information

- Maintain relationships with AIA Austin Committee chairs in support of programs hosted by the Austin Foundation for Architecture, nurturing an understanding of the both organizations' vision, programs, and leadership profile and creating enthusiasm and confidence.
- Develop material that reflects well on AIA Austin and AFA operations while meeting requirements of the funding entity
- Prepare timely and effective donor acknowledgement letters for the Executive Director
- Oversee all direct mail letters, grants, brochures, and sponsorship proposals required to support fundraising activities
- Work with ED, Treasurer for AFA, and Bookkeeper to implement and track AFA Board Give/Get program

#### **Additional Duties**

- Respond to emails and phone calls in a timely and professional manner
- Demonstrate ability to independently lead projects from beginning to end
- Be available for some evening, night, and weekend events to meet and greet donors and sponsors on an ongoing basis

#### **Requirements/Qualifications**

- Bachelor's degree
- Excellent writing skills
- At least 2 years experience in the non-profit development realm
- At least 2 years experience grant writing and reporting
- Computer literacy and knowledge of CRM administration and donor database management systems
- Committed to and enthusiastic about AIA Austin and Austin Foundation for Architecture's mission and programs
- Ability to exercise sound judgment, take responsibility for meeting deadlines, and be a skilled problem solver
- Strong organizational skills and exceptional attention to detail are a must
- Ability to excel in a fast-paced, high-volume workplace. Willing to adjust to a demanding and changing environment
- Straightforward, self-motivated, and diplomatic—sharing information readily, listening as well as giving advice, and respecting the abilities of others. Emotionally mature with a sense of humor

#### **Environment**

Position requires frequent and regular computer and telephone use. Must be able to climb stairs safely, and lift 10 pounds or more. Workplace is a smoke and drug-free environment. Equal opportunity employer. Hours are 8:30 to 6pm Monday – Thursday, and 8:30am to noon on Fridays, with evening and weekend hours required typically at least once a month.

#### **To Apply**

Applications must include cover letter describing interest in this position and resume including two professional references and salary requirements. Email to [Ingrid@aiaaustin.org](mailto:Ingrid@aiaaustin.org) with Development Manager in email subject line. No phone calls will be accepted regarding this position.