

## **LBJ Foundation**

### **Director of Development**

#### About the LBJ Foundation

The LBJ Foundation is a nonprofit organization created by President and Mrs. Lyndon Baines Johnson to support the LBJ Presidential Library and the LBJ School of Public Affairs at The University of Texas at Austin. Through its fundraising efforts, the foundation provides exciting, vibrant programming to the Austin community and beyond, supports the LBJ Library's exhibitions and educational outreach, and administers grants for researchers and scholars. The foundation also supports the LBJ School's educational goals, community outreach efforts, and exploration of global initiatives.

#### About the Position

The Director of Development is responsible for the creation and implementation of a strategic plan designed to meet the goals and objectives of the LBJ Foundation (LBJF) as defined by the Board of Trustees. He or she will manage all fundraising and donor relation activities for a development portfolio that includes major gifts, individual memberships, corporate partnerships, foundation gifts, and signature events.

This exciting position engages in multiple facets of development, but works with a dynamic executive team to achieve defined goals. The Director of Development plays a pivotal role in LBJF programming and events, including special award dinners and LBJ Library programming (recent guests have included Hillary Clinton, Meghan McCain, Madeleine Albright, Doris Kearns Goodwin, Woody Harrelson, and Julián Castro, among others).

The candidate should have a proven track record in spearheading development activities and building relationships, as well as a demonstrated ability to motivate donors, professional staff, and volunteers. The successful candidate will be creative and self-motivated, possess strong writing and problem-solving skills, and work well as part of a team.

The Development Director will report to the President & CEO of the LBJF.

**Responsibilities:**

- Develop a strong understanding of the LBJF mission and programs and maintain collaborative working relationships with all departments;
- Secure and steward corporate sponsorships for the Friends of the LBJ Library and Future Forum programs, and work with the membership department to recruit and retain premium level individual memberships;
- Secure sponsorships for LBJF signature fundraising events including the LBJ Liberty & Justice for All Award and the Lady Bird Johnson Environmental Award;
- Create and implement major gift strategies that include identifying, cultivating, soliciting, and retaining current and prospective donors;
- Oversee special opportunities for giving, including museum galleries, exhibitions, conferences, and summits;
- Cultivate planned giving opportunities;
- Develop and track foundation and corporate fundraising proposals;
- Represent the LBJF at speaking engagements, programs, and events related to fundraising and donor solicitation;
- Some evening and weekend hours and occasional travel required.

**Qualifications:**

- Bachelor's degree required, advanced degree preferred
- 5+ years of nonprofit fundraising experience, with increasing responsibility. Preference will be given to candidates with a proven ability to generate gifts of \$25,000+ and with professional experience with major gifts, planned giving, annual giving, and special events
- Demonstrated ability to define and meet financial goals
- Proven track record of establishing and maintaining relationships with high-level donors
- Excellent oral, written, interpersonal, analytical, presentation, and organizational skills; self-directed, with initiative and attention to detail
- Ability to exercise sound judgment and decision-making skills and work as part of a team
- Proficient in Microsoft Office, Raiser's Edge, and gift planning software, preferably PGCalc or Stelter
- Wide geographic development experience (local, state, and national) preferred

Compensation for the position will be commensurate with experience, as well as competitive in the Austin professional development marketplace. The foundation provides full health benefits upon employment and retirement benefits after one year.

The LBJ Foundation is an equal opportunity employer and a smoke-free working environment. A federal background check will be required.

Apply

Please submit a cover letter and resume to [hr@lbjfoundation.org](mailto:hr@lbjfoundation.org) with "Director of Development" in the subject line by March 22, 2019. Please also submit three references, and please note that references will not be contacted without your permission.