



DEVELOPMENT MANAGER JOB DESCRIPTION

Job Title: **DEVELOPMENT MANAGER**

FLSA Status: Exempt

Reports to: Executive Director

Job Location: Austin, TX

Posted Date: March 2019

RBI Austin Mission:

- RBI Austin exists to engage and develop inner-city Austin youth athletically, academically and spiritually, empowering them to lead the transformation of their communities.

RBI Austin Vision:

- RBI Austin envisions a transformed East Austin community in which every child has a qualified mentor, access to thriving schools, athletic programs and churches, and a pathway to lifelong success.

Job Vision:

- Stewards and contributes to the advancement of the kingdom of God in Austin
- In partnership with the Executive Director (ED), is responsible for managing all fundraising and development activities
- Helps deepen existing relationships and forge new relationships to build RBI Austin's visibility, impact, and financial resources
- Implements the infrastructure needed to sustain and grow the organizational budget through the solicitation of major gifts, grants, and corporate and foundation support
- Is a chief servant to RBI Austin's donors, sponsors, and fundraising team (board, Host Committee, etc)

Essential Duties and Responsibilities:

- Donor Management & Care
 - Actively works with the ED to implement a comprehensive development strategy to include major gifts, corporations, foundations, etc.
 - Supports and partners with the ED and board members on all major fundraising initiatives
 - Inputs and manages all donor information into the database, and presents statistical analyses to the ED and board
 - Develops and implements a stewardship program to cultivate deeper relationships with donors
 - Monitors and reports regularly on the progress of the development program
- Event Management
 - Serves as staff lead for planning and execution of *Now at Bat* – the annual RBI Austin benefit
 - Reports *Now at Bat* action items, goals, and progress to board of directors, Planning Committee, and Host Committee

The position is full-time (40 hours per week) working Monday through Friday, with some weekend and/or after-hours work periodically during the year. The position is salaried.

Performance Measures:

- Meets and exceeds fundraising goals and other fundraising success metrics as may be defined by Executive Director and board (e.g. donor retention rates, donor acquisition, etc.)
- Stays within annual Development expense budget / cost of fundraising target
- Effectiveness and efficiency of Development systems and processes

Expectations:

- High energy and passion for RBI Austin's mission
- Adheres to RBI Austin's Team Handbook and Statement of Faith and Life Witness
- Attendance at RBI Austin staff meetings and events
- Presents one's self in a positive, professional and Christian manner
- Ongoing professional development
- A team player; not above any task; willing to perform any task for the betterment of the organization and staff team, including tasks outside primary job role
- Seeks to exhibit the fruit of the Spirit (Galatians 5:22-23) in all aspects of life, work, and ministry

Qualifications:

- Diligently seeks a vital and growing personal relationship with the Lord. Will be a committed member of a local Christian church. Will be a student of the Scriptures and a person of prayer.
- Bachelor's degree preferred
- At least 3 – 5 years of work experience; demonstrated success in managing relationships and teams
- A strong personal connection to the mission of RBI Austin; willing to make personal sacrifices for the mission to be accomplished
- Has a heart of humility; counts others more significant than herself/himself (Philippians 2:3-8)
- Excellent written and oral communication skills; highly developed interpersonal skills
- Has the gift of administration
- Strong organizational and time management skills with exceptional attention to detail
- Strong leadership, management and problem-solving skills
- Highly competent enabler of volunteers and staff
- Maintains a teachable and open attitude
- Able to work both independently without close oversight, but also as a team player toward specific goals in a mutually edifying and supportive manner

Perks & Benefits:

- Generous benefits package includes:
 - Vacation and sick leave
 - Company-paid health insurance and dental insurance
 - 403b retirement plan with company match up to 3% of employee's annual salary
- Opportunity to work remotely up to two days per week

Please send cover letter, resume, and list of professional references to:

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