



POSITION: DEVELOPMENT DIRECTOR

Organization: Friends of the Texas Historical Commission/Texas Historical Commission Development Office

Work Location: Gethsemane Lutheran Church, 1510 N Congress Ave, Austin 78701

This is currently an in-office position.

Schedule: Full-time Standard Hours Per Week: 40.00

Salary Range: **\$102,000 - \$110,400** (annual) plus benefits (an extremely competitive benefits package including retirement and health benefits) offered. Please visit <https://www.ers.texas.gov/home.aspx> for additional details.

Please **CLICK HERE TO APPLY.** **A cover letter, resume, and a writing sample are required and can be uploaded to the application.** The cover letter should be addressed to:

Anjali Zutshi
Executive Director
Friends of the Texas Historical Commission
P.O. Box 13497
Austin, TX 78711

IMPORTANT: Please endeavor to address the following broad questions in your cover letter:

1. Why are the Friends of the Texas Historical Commission and the Texas Historical Commission's missions of interest to you?
2. How does your professional experience, as well as your leadership and personal strengths prepare you for this position?
3. Can you share a successful fundraising story, about an individual donor relationship and ask, or a fundraising campaign that you have been involved with and that you provided a leadership role in?

THE OPPORTUNITY AND JOB OBJECTIVE

The Friends of the Texas Historical Commission (FTHC) is seeking a Development Director to help lead the next phase of philanthropic and programming growth and organizational impact.

The Texas Historical Commission (THC), by statutory authority, has a development office that reports to the THC Executive Director. This development office is led by the Chief Development Officer of the THC, with a staff team, all of whom are state employees. Per a Memorandum of Agreement between the THC and the non-profit 501(c)(3) **Friends of the Texas Historical Commission**, the THC Development office also staffs the nonprofit organization. Therefore, the THC Chief Development Officer serves as the Executive Director of the Friends of the THC, and the Development Director, as well as other development and operations staff serve in parallel roles for the nonprofit organization as well.

Within this structure, **the Development Director is a critical leadership position supporting the THC Chief Development Officer/Friends of the THC Executive Director** and works under minimal supervision, with extensive latitude for the exercise of initiative and independent judgment. The Development Director will partner with the FTHC Executive Director and Board of Trustees, to grow the development function so that it can support, sustain, and expand the Commission's impact across the state. This will include the Development Director providing advanced fund development and consultative services and technical assistance to the THC agency staff, Commissioners, FTHC Board of Trustees, and the general public. The ideal candidate will bring to this role strong experience in fund development strategy and

planning. **This is a leadership role that requires a candidate who can build, execute, and partner at a high level, and who will grow to be a critical part of the FTHC's succession plan.**

ESSENTIAL DUTIES:

1. Leadership Development and Support

This position is envisioned as a critical leadership position within the Friends of the THC, and will therefore:

- Work closely with FTHC ED on developing, tracking, and implementing strategic priorities for the FTHC.
- Engage with ED as well as Board and Commission leadership to understand the full scope of THC's programs and goals, and the FTHC's partnership with the state agency.
- Work with the ED to understand and implement strategic priorities beyond development and fundraising.
- Represent the ED in key leadership meetings and engagements as required.
- Supervise the Development staff as outlined in the organizational structure of the FTHC.

2. Strategy & Planning

- Work with ED and staff to ensure that the FTHC's mission is fulfilled through effective strategy and planning.
- Work with the Executive Director to create a 3-year development plan, an annual fundraising plan, and a strategic communications plan, to support all ongoing development efforts and goals as directed by the Board.
- Work with the ED to coordinate all ongoing fundraising campaigns (capital, programs, etc.).

3. Development & Fundraising

- Build and grow a disciplined pipeline of major and principal gift donors. Manage (in partnership with the ED and the Development Manager) a robust list of major gift prospects (individual, foundation, corporate, and institutional prospects) for specific programs and projects, including capital campaigns.
- Coordinate all foundation and institutional fundraising to support any ongoing capital and program/project fundraising campaigns.
- Work with the Executive Director (ED) to ensure strong campaign strategy and readiness, including the development of cases for support for capital projects and programs.
- Ensure shared ownership of key relationships, activating the ED and the Board to effectively cultivate and steward these relationships.
- Support the ED, Board, and the FTHC team on any fundraising or special events.

4. Development Infrastructure and Operations

- Build and strengthen systems, processes, and reporting to support sustainable and scalable growth in fundraising.
- Optimize CRM, donor analytics, and performance tracking, to enable clear forecasting and goal setting, and establish accountability structures across the development function.

5. External Strategy, Marketing, and Communications

- Oversee and align marketing and communications as a core component of fundraising, and for effective ongoing communications with donors, partners, and supporters.
- Provide strategic guidance to the Development Associate to build consistency in messaging, brand positioning, and storytelling.
- Integrate donor engagement, communications, and visibility into a cohesive strategy.

6. Program Development and Support

- Work with THC leadership and FTHC ED to develop and expand distinct preservation programs, including education and outreach programs, as well as development trainings and workshops as required. Establish measures and indicators of program performance.

7. Board & Financial Management

- Assist the ED in strengthening Board engagement, accountability, and leadership in fundraising. This includes providing them with the tools as well as the clear expectations required for them to perform their leadership role.
- Support the ED on board meeting planning, assisting in building board and committee meeting agendas.
- Facilitate board action items that relate to THC divisions.
- Assist the ED and the Finance and Operations Manager in budget development and regular financial review.

8. May train others.

9. Adhere to established work schedule with regular attendance.
10. Follow all THC safety guidelines/procedures and ethics requirements.
11. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university;
- Minimum twelve to fourteen (12-14) years of experience in the nonprofit sector, with a minimum of nine to ten (9-10) years of experience in development and fundraising, with at least five (5) years of leadership and management experience in that role;
- Experience in major gift fundraising and grant-writing;
- Experience in program development and coordination;
- Experience with an industry standard CRM/donor database system, such as Neon, Raiser's Edge, or other fundraising software;
- Experience in donor communications (emails, newsletters, annual reports, etc.);
- Proficiency in online communications software (like Gov Delivery, MailChimp, Constant Contact, etc.);
- Proficiency in Microsoft Office Suite (Microsoft Word, Excel, PowerPoint, Publisher, etc.);
- Demonstrated experience and skill in public speaking;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel a minimum of 30% of the work period.

PREFER:

- Experience in board management/support;
- Experience in web content development;
- Experience in fundraising events management;
- Demonstrated interest in history, historic preservation, or the arts.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent strategic and critical thinking and planning skills, and the ability to organize and work independently, as well as within a team environment, focusing on collaborative decision-making with diverse groups of professionals. Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to exercise sound professional judgment and discretion in establishing, applying, and interpreting fundraising policies and procedures;
- Exercise ethical considerations for management of sensitive donor data, and for broader development activities;
- Excellent verbal and written communication and organizational skills;
- Ability to maintain the security and integrity of the critical infrastructure;
- Ability to work effectively under pressure, to prioritize and attend to multiple projects and responsibilities simultaneously, to adapt successfully and quickly to change, and to deliver results in a timely manner with a strong attention to detail and high standard of quality;
- Effective decision-making skills, including assessing risk and using good judgment to inform decisions. Skills in conflict resolution;
- Ability to travel as needed for donor meetings, events, etc.
- Skill in the use of general office machines and software.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: This is an in-office position, housed in a historic state building next to the agency's headquarters near the State Capitol in Austin. Applicants must be willing to travel, and some overnight travel is required. The Development Director attends, and sometimes presents at conferences, meetings, and workshops, requiring some evening and weekend work hours. Travel typically requires driving, although some air travel is also

expected. Position requires regular, in-office, presence but agency telework policy may permit future approval of remote work, subject to job and performance requirements.

FOR MORE INFORMATION, PLEASE SEE DETAILS AT [THIS LINK](#).

Applicants must be eligible to work in the United States without requiring sponsorship.

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

*****SUBMISSION OF A RESUME, COVER LETTER, AND WRITING SAMPLE IS MANDATORY*****