



Part-time Contract Development Manager

Position Summary

The Texas Nurses Foundation seeks a results-oriented, part-time Development Manager for an initial six-month independent contractor engagement, with the possibility of renewal. Reporting to the Chief Executive Officer, this role will lead fundraising efforts focused on donor stewardship, annual giving campaigns, and event support.

Key Responsibilities

- **Fundraising Plan Execution:** Create and implement a streamlined fundraising plan with targeted, realistic revenue goals for the contract period.
- **Event Support:** Coordinate and provide logistical support for the TNF Gala, the Foundation's annual signature event.
- **Donor Stewardship:** Maintain and grow relationships with a core portfolio of donors through targeted communication.
- **Database Management:** Efficiently track donor data, gift processing, and acknowledgment letters.
- **Deliverables Reporting:** Provide monthly progress reports to executive leadership detailing annual plan progress, including funds raised, donor pipeline, and event planning milestones.

Qualifications & Contract Requirements

- **Experience:** 3+ years of professional fundraising experience, with a proven track record of working successfully as an independent contractor or consultant.
- **Skills:** Exceptional written skills, strong organizational habits, and the ability to hit the ground running with minimal onboarding.
- **Technical Proficiency:** Experience with donor database and CRM software
- **Business Setup:** Must operate as an independent contractor and provide own computer, high-speed internet, and workstation setup.

Salary Range

- Up to \$30 per hour, depending on experience and qualifications.



To apply, please send resume and letter of interest to recruiting@texasnurses.org

About the Texas Nurses Foundation

The Texas Nurses Foundation is the charitable, supporting foundation of the Texas Nurses Association focused on promoting health care by enhancing the art and science of nursing.

The Foundation invests in Texas nurses, supporting their professional well-being, career development, and contributions to health care through charitable programs and research.