

ABOUT US

Partners in Parenting (PIP) improves the well-being of Austin's new parents so they are confident, connected, and have the tools to blossom into their full potential. Our proven approach connects parents of babies with peers, trained facilitators, and experts so they can share the joy and weather the storms of new parenthood together. PIP believes that we build the foundation for healthy families by supporting parents in this early phase of parenthood. By helping Austin's parents thrive, we help our entire community thrive.

Our Vision:

We envision a day when every new parent in Central Texas is surrounded by a village of peers, and when all of Austin's babies and children are raised by confident, capable, loving caregivers.

Our Values:

TRUST

We do what we say; we say what we do. Our programming is research-informed and centers on the human experience in order to support families on their parenthood journey.

INCLUSIVITY

All types of families are given access to what they need to be supported. We recognize disparities within our community and work to address these barriers by continuing to advocate for the needs of the families we serve.

CONNECTION

We strive to create safe spaces to build community and connection for families during a vulnerable time period.

Development Manager Job Description

The Development Manager will report to the Executive Director (ED) and will work with the ED, Board, and staff to ensure the organization meets (and exceeds) annual fundraising goals, with special emphasis on increasing individual donor engagement and total dollars raised. The Development Manager will believe in PIP's mission and will execute our annual development plan. This position will be responsible for securing donors and contributions, launching new fundraising projects, overseeing implementation of all development activities, and proactively identifying prospects/donors to cultivate, solicit, and steward their support.

Our ideal candidate will have proven experience as a fundraising professional in a non-profit organization and demonstrate a dedication to our mission. Candidates should be able to work across varying levels of the organization to enhance and encourage a culture of philanthropy, from the Board of Directors to volunteers. This position will oversee the execution of fundraising initiatives, direct appeals, and donor engagement strategies to ensure long-term sustainability and growth. The ideal candidate will have strong project management skills, excellent communication abilities, and a passion for community-driven work.

Responsibilities

- Work with the ED, staff, and governing Board to execute short and long-term fundraising plans.
- Identify and address development issues that affect the well-being and efficacy of the organization including donor data collection
- Cultivate donors through individual visits and individualized plans for donor engagement; work to ensure pledge fulfillment.
- Support and partner with the ED (and through her, the Board of Directors) to engage organizational leadership in fundraising-related tasks that enable them to deepen donor relationships, solicit and steward gifts, and acquire new donors.
- In conjunction with the ED, identify and cultivate business/corporate sponsors.
- In conjunction with the ED, set and implement communications strategies that are donor- and fundraising-focused.
- Maintain a balanced mix of donor sources and fundraising programs to attract and retain many types of donors in accordance with the organization's strategic plan.
- Manage annual fundraising events such as Connection Matters, Amplify Austin, Giving Tuesday, and an End of Year campaign.
- Oversee corporation and foundation grant research, proposal writing, and reporting
- Research and build relationships with foundations
- Monitor trends in the community or region and adapt fundraising strategies as necessary
- Launch new mission-oriented donors campaign aimed at recruiting donors in smaller intimate house party settings
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Help to recruit, train, and motivate fundraising volunteers.
- Operate standard office equipment such as calculators, photocopiers, scanners, personal computers, and mobile devices.
- Perform additional tasks as assigned.

Education & Experience:

- Bachelor's degree in public relations, marketing, communications, hospitality management, or a related field preferred.
- Minimum of 3 years of experience in event planning, fundraising, and donor relations.
- Proven experience in securing gifts of \$1,000+ is a must.
- Bilingual Spanish/English highly preferred

Skills and Qualifications

- **Strong Interpersonal Skills:** A natural people-connector who enjoys meeting new individuals, cultivating relationships, and inspiring them to align with PIP's mission.
- **Project Management Skills:** Effective at managing multiple deadlines and priorities.
- **Highly Organized:** Demonstrated ability to manage multiple deadlines and produce high-quality work with minimal supervision.
- **Commitment to understanding and supporting diversity, equity and inclusion**
- Works collaboratively with team members to find creative solutions and ensure a positive program experience.
- Utilizes reasoning and judgment to make decisions and solve problems.
- Demonstrates well-developed written and oral communication skills.
- **Customer-Centric:** Able to understand customer needs, and exercise good judgment, and diplomacy.
- Ability to prioritize tasks, meet deadlines, and work collaboratively and independently.
- Ability to think outside the box and contribute innovative ideas to enhance program experiences.
- Proactively identify and address challenges that may arise during program implementation and recruitment process..
- **Relationship Building:** Skilled in establishing strong relationships and adapting to the functioning and reactions of individuals, organizations, and cultures. Exhibits empathy and easily forms and deepens connections.
- **Values-Driven:** Shares the organization's commitment to values, including a passion for social justice and equity.
- **Diversity-Focused:** Experience in collaborating with diverse groups.
- **Proficient Communicator:** Capable of delivering clear and effective messaging both internally and externally, in both written and verbal forms. Experienced in creating and delivering presentations.
- **Tech-Savvy:** Fast learner with expertise in various digital communication tools. Experience with platforms like Mailchimp, Square Space, Neon, and Asana is a plus.
- **Highly Organized Self-Starter:** Strong attention to detail, able to meet deadlines and produce excellent work with minimal supervision.
- **Excellent Written and Verbal Communication:** Skilled in collaboration and proficient in listening and presenting ideas.
- **Attention to Detail:** Proficient in quickly comprehending and retaining details about alum, and the groups they are associated with.

Working Conditions

- This job operates in the individual's home, at participants' homes if supporting group work and from our co-work space at Vuka. The entire team is required to be in office on Wednesday's from 9-4pm. This role uses standard office equipment such as computers, telephones, photocopiers, scanners, and mobile devices.
- There may be stressful conditions involving workloads and competing deadlines.
- There may be a need for hours beyond the expected 35 hours per week.

Benefits at PIP

PIP has been working hard to improve our benefits package. Benefits have a direct impact on how we act, rest, grieve, set boundaries, and take care of ourselves and others. At PIP we want our employees to have more than just "permission" to occasionally take time off, our goal is to support you on a day to day basis.

Compensation

\$60,000-\$65000 based on a 35-hour contract

Healthcare

\$500 Medical Reimbursement monthly contribution

401K

PIP has an established 401K partner. Our goal is to offer a match in the coming years.

Rest & Vacation

Salaried employees are eligible for 4 weeks of paid time off - PIP culture advocates for radio silence rest - meaning when you are OOO you are OOO! Employees are also eligible to earn 2.5 days of PTO on the yearly anniversary of employment--up to 30 total days of PTO.

Annual Holidays

PIP observes 9 company-wide federal holidays so you can celebrate with your family as well as a holiday shutdown.

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Juneteenth
- Indigenous People's Day
- Thanksgiving Day
- Day after Thanksgiving

- Organization closure: Christmas Eve - New Year's Day

Each employee is eligible to receive 16 weeks of paid parental leave* after one year of employment. *This benefit is available to parents adopting or giving birth.

Autonomy

You are expected to be “in the office” from 9-4 each day. With that said PIP offers a very flexible working environment — if you want to exercise at two PM, schedule couples therapy, or take your kiddos to the dentist, go for it - we just ask that you log it in your agenda. At PIP we don't have to see a green dot on Slack to trust that you're doing your job.

Growth at Work

We invest in you. Our organization is growing quickly, and we want you to feel like you can grow with us. As a team member in the organization, you will be given a personal P&D budget of \$500 so that you can keep evolving along the way too.

Competitive salary and comprehensive benefits package:

- \$60,000-\$65,000 based on a 35-hour employee contract
- Employee is eligible for 4 weeks of paid time off
- Eligible for PIP's paid parental leave after one year of employment