



Position Description

POSITION TITLE:	Director, Annual Giving and Fundraising Programs
DEPARTMENT:	College Advancement/Austin Community College Foundation
POSITION STATUS:	Full-Time (12-month)
POSITION REPORTS TO:	Senior Director, Advancement Services and Stewardship
SALARY RANGE:	\$87,157 - \$108,946

Position Summary:

The Director of Annual Giving and Fundraising Programs leads the strategy, development, and execution of annual giving efforts for the Austin Community College Foundation. Reporting to the Senior Director of Advancement Services and Stewardship, this position oversees campaigns and donor engagement strategies that enhance philanthropic support from alumni, faculty, staff, parents, and friends. The director plays a key role in cultivating a culture of philanthropy, strengthening donor acquisition and retention, and advancing the long-term financial sustainability of the college.

Description of Duties and Tasks

- Supervise, train, coach, and evaluate assigned staff in alignment with college policies and employment laws; recommend hiring and termination decisions.
- Design and lead a comprehensive annual giving strategy to grow contributions from individuals, foundations, and organizations.
- Plan and execute a range of annual campaigns, including direct mail, digital outreach, giving days, crowdfunding, and special events.
- Oversee segmentation, messaging, and stewardship strategies to improve donor retention, re-engagement, and giving level upgrades.
- In collaboration with the development team, consistently cultivate and steward annual donors and prospects. Actively steward a portfolio of 25-50 leadership-level annual donors.
- Partner with advancement services to ensure timely and personalized donor acknowledgment and stewardship processes.
- Collaborate with development to support pipeline building and identify major gift prospects for referral and cultivation.
- Provide support to the foundation board, advancement, and college leadership by developing donor proposals, talking points, and campaign materials.
- Coordinate with marketing, alumni relations, and campus departments to align fundraising communications with institutional goals.
- Analyze campaign outcomes and donor trends to evaluate performance, inform strategy, and recommend improvements.

- Maintain accurate donor records and prospect activity using the foundation's CRM system.
- Prepare regular reports on fundraising outcomes, donor engagement, and campaign performance for internal and external stakeholders.
- Promote a culture of philanthropy by engaging staff, faculty, students, and alumni in giving initiatives and donor education.
- Represent the college and foundation at community events, fundraisers, and campus activities to enhance visibility and engagement.
- Attend and support evening and weekend events as needed.
- Perform other duties as assigned in support of college advancement goals.

Education

Bachelor's degree required. Bachelor's degree in nonprofit management, communications, marketing, or a related field preferred.

Work Experience

Three years of professional experience in annual giving, fundraising, or development required. Two years of experience with Raiser's Edge (Blackbaud) or a comparable CRM preferred. Three years of experience in a higher education or nonprofit environment preferred.

Knowledge

- Principles of fundraising, donor acquisition, and donor retention.
- Annual campaign strategies and fundraising event management.
- Donor communications, stewardship, and constituent engagement practices.
- CRM systems, data analytics, and fundraising metrics.
- Cross-departmental collaboration and project management in mission-driven organizations.
- Understanding of the community college mission and advancement in higher education.

Skills

- Leadership, coaching, and team development.
- Excellent written and verbal communication skills.
- Relationship-building with internal and external stakeholders.
- Campaign planning, execution, and analysis.
- Problem-solving, attention to detail, and strategic thinking.
- Ability to prioritize and manage multiple projects with competing deadlines.
- Discretion in managing confidential information and donor relationships.

Technology Skills

- Proficiency with fundraising and donor CRM platforms (e.g., Raiser's Edge).
- Strong skills in Microsoft Office Suite and Google Workspace.
- Familiarity with data reporting and digital engagement tools.

Special Requirements

- Reliable transportation for local Austin area travel.
- Availability to attend evening and weekend events.

Physical Requirements

- Work is performed in office and campus environments.
- Subject to walking, standing, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of items up to 20 pounds.

Posting Summary:

At Austin Community College, we believe that philanthropy fuels possibility. As the Director of Annual Giving and Fundraising Programs, you'll play a central role in expanding access and impact through inclusive, community-driven fundraising.

Reporting to the Senior Director of Advancement Services and Stewardship, this role leads strategic annual giving efforts that build lifelong donor relationships and grow engagement across alumni, employees, students, and supporters. You'll design and lead campaigns that reflect ACC's values of Courage, Compassion, Joy, and YES!, helping tell the story of how gifts — large and small — open doors for thousands of students each year.

What You'll Accomplish During Your First Year:

First 90 Days

- Build strong working relationships with advancement, foundation, and campus partners.
- Assess historical campaign strategies, donor segments, and CRM data for performance insights.
- Begin developing a refreshed annual giving calendar with integrated outreach and events.

Within 6 Months

- Launch a targeted multi-channel campaign (digital, direct mail, or giving day) with clear goals and KPIs.
- Establish retention, re-engagement, and acquisition benchmarks using CRM segmentation and analytics.
- Support stewardship strategy through acknowledgment enhancements and donor impact storytelling.

By the end of Year

- Deliver an annual giving impact report and campaign performance analysis.
- Expand outreach to internal audiences (e.g., employee giving) and affinity groups (e.g., alumni, retirees).
- Contribute to the foundation's long-term strategy by identifying pipeline prospects and cross-collaboration opportunities with development.

To Apply

Nominations and applications will be accepted until the position is filled. Inquiries, nominations, and applications may be directed in confidence to Gonser Gerber Search at search@gonsergerber.com. To apply, please submit a cover letter, résumé, and three (3) professional references. References will not be contacted until later in the search process. Diverse and traditionally underrepresented candidates are encouraged to apply.