

Annual Giving Manager

Location: Austin, TX (Hybrid) *This is not a remote position.*

Department: Impact

Reports to: Senior Director of Advancement

Salary: \$80,000/year + Excellent Benefits

To apply: Email resume + cover letter to apply@austincf.org

Application deadline: October 6, 2025

Before applying, please read the full job description at <https://www.austincf.org/who-we-are/our-people/careers/>.

The Role

We're seeking a dynamic **Annual Giving Manager** to join our Impact team and play a pivotal role in advancing ACF's mission. This person will drive fundraising efforts to raise **\$2 million annually** in support of our Signature Programs—the Women's Fund, Hispanic Impact Fund, Economic Mobility Fund, and the Austin Leadership Fund.

This role is ideal for someone who thrives on building donor relationships, enjoys collaborating across teams, and is motivated by ambitious goals that lead to real community change.

About Austin Community Foundation

Austin Community Foundation mobilizes ideas and resources to strengthen Central Texas. We envision a vibrant and equitable community where everyone can contribute and find opportunity.

As a trusted local partner, ACF stewards approximately \$640 million in assets in more than 1,300 charitable funds. Since its creation in 1977, the Foundation has granted more than \$570 million to nonprofits across Central Texas and beyond.

Key Responsibilities

Fundraising (50%)

- **Set and achieve fundraising goals** in partnership with leadership, aligning with the needs of ACF's programs and mission-driven initiatives.
- **Lead fundraising strategies and campaigns**, including donor acquisition/renewal, annual giving programs, and support for signature events like Austin in Common.
- **Manage donor and funder relationships**, engaging major donors, fundholders, corporations, and foundations to secure and grow support through cultivation, solicitation, and stewardship.

Development Operations & Administration (30%)

- Track fundraising metrics, trends, and outcomes and share insights with colleagues and committees.
- Foster a culture of fundraising internally, ensuring every donor touchpoint reflects care and excellence.
- Maintain donor records and workflows in ACF's systems (CSuite, Asana, Miro).
- Collaborate with volunteer fundraising chairs to expand outreach.

Donor Stewardship & Engagement (20%)

- Deliver thoughtful donor stewardship through thank-you communications, updates, and campaign activities.
 - Support donor engagement at events and follow up with attendees.
 - Promote cross engagement across ACF initiatives and committees.
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What We're Looking For

Required Experience:

- **5+ years of fundraising experience** with at least 2 years directly engaging with individual donors.
- Proven track record securing and renewing gifts of **\$1,000+**.

Bonus Skills:

- Experience with grant writing, events, peer-to-peer campaigns, and major gifts preferred.
 - Strong relationship-builder with confidence to “make the ask.”
 - Goal-driven, detail-oriented, and creative problem-solver.
 - Knowledge of Central Texas issues, particularly affordability, housing, and economic security, is a plus.
 - Passion for advancing equity and supporting community-driven change.
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Why You'll Love Working Here

- A team that genuinely cares about helping to close the opportunity gap in our community.
 - Hybrid work model (local candidates only)
 - 100% employer-paid medical, dental, vision, life, and disability insurance
 - Paid holidays and generous PTO
 - 401(k) with employer match
 - Opportunities to grow, learn, and make a meaningful impact
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How to Apply

If you're excited about using your fundraising expertise to create lasting change in Central Texas, we'd love to hear from you. Please submit your **resume and cover letter** to apply@austincf.org. *No phone calls, please.*