



## Development Director or Manager

Austin Bat Cave is a creative community. Our writing programs empower students to find their voices and tell their stories. With our workshops and other programs, we seek to strengthen each student's power to express ideas effectively, creatively, confidently, and in their individual voice. We connect a diverse population of young writers and learners with a vibrant community of adult volunteers and teaching artists in Austin.

Austin Bat Cave seeks one 30 hour a week Development Director or Manager to lead our fundraising and event planning efforts. We are only hiring for one position. This will be a hybrid virtual and in-person position.

Our organization seeks a highly motivated individual who believes in our mission and possesses the ability and skills to communicate this vision to an audience of current and potential donors. Our new Development person will be expected to maintain and then exceed Austin Bat Cave's current income by crafting relationships with existing funders (donors and foundations), diversify our fundraising efforts, and increase our network of donors. Goals include at least \$145,000 through individual and corporate donations and events, plus overseeing a Grant Writer who will bring in at least \$215,000 in grants from established and new government and private foundation sources.

This position will report to the Executive Director and Board of Directors. The ideal candidate will have experience creating a broad development strategy and experience executing nonprofit fundraising campaigns, including virtual events, in-person events, and end of year campaigns.

Salary and title will be commensurate with experience. Budgeted salary range for 2023 is \$50,000-\$60,000.

### Requirements:

- Work with the Executive Director and Board to establish and meet quarterly and yearly fundraising goals,
- organize fundraising initiatives (Amplify Austin, our end of the year campaign, and more),

- represent ABC to a general audience at virtual and in-person events,
- maintain relationships with an existing portfolio of 10-15 individual major donors and 20-30 foundations and Government entities,
- cultivate new five and six figure donors,
- plan at least two in-person fundraising events a year,
- identify government and foundation grant opportunities,
- manage a part time grant writer,
- help create solicitation materials,
- stay up to date on fundraising trends and best practices.

Candidates should have at least five years development experience in the nonprofit and/or literary and educational fields. Candidates should also be familiar with fundraising and donation software, such as Little Green Light, Stripe, Woo Commerce, and others.

The ideal candidate will share our commitment to educating a racially and socioeconomically diverse student population. Austin Bat Cave is an equal opportunity employer committed to achieving a diverse and inclusive workforce. People of color are strongly encouraged to apply. Austin Bat Cave does not discriminate on the basis of race, ethnicity, age, religion, sexual orientation, political orientation, disability, veteran status, or gender identity or expression.

Details:

This is a 30 hour a week position at \$50,000 - \$60,000 annually. Austin Bat Cave provides a generous benefits package that includes dental, vision, life insurance, and a top-tier health insurance plan.

How to Apply:

Please send resume, cover letter, and references to [info@austinbatcave.org](mailto:info@austinbatcave.org).