



## **Texas 4000 for Cancer Job Description**

**Position:** Development and Communications Manager

**Reports to:** Development Director

**Location:** Austin, TX, Hybrid

**FLSA Status:** Full-time, exempt

**Pay Range:** \$55,000 to \$65,000/year based on experience

### **ORGANIZATION SUMMARY**

Texas 4000 for Cancer (Texas 4000) is committed to cultivating student leaders and engaging communities in the fight against cancer. Annually, a group of more than 80 students from diverse backgrounds from The University of Texas at Austin are competitively selected to participate in the organization's 18-month leadership development program. Texas 4000 empowers each student to raise \$4,500, ride 2,000 training miles with his/her team, volunteer more than 50 hours in the community, and play an active role in planning every aspect of the ride by attending weekly meetings and taking leadership positions within the team. The program culminates in a 70-day summer bike ride from Austin, Texas to Anchorage, Alaska, to spread hope, knowledge, and charity in the fight against cancer the longest annual charity bike ride in the world.

### **POSITION SUMMARY**

This is an exciting time for Texas 4000 as the team seeks to increase and expand its fundraising to support the fight against cancer.

Texas 4000 is looking for an engaging and self-motivated Development and Communications Manager to play a key role in executing the organization's annual fundraising plan alongside the Development Director and collaborating with leadership, committees, and student riders to achieve financial goals to support the fight against cancer.

The Development and Communications Manager will work with the team to achieve a shared fundraising goal of \$1.39M in annual revenue and will lead communication efforts for fundraising campaigns and events for Texas 4000. With increased and expanded fundraising over the next several years, the organization can continue to improve the organization's leadership development program and cancer awareness and prevention programs to engage communities, and increase grants to cancer research and support service organizations for people whose lives have been impacted by cancer. Texas 4000 is looking for a Development Manager to join the team to help bring this to life.

The Development Manager is enthusiastic, optimistic and enjoys working in a fast-paced environment with a small but mighty team. If you have fundraising experience in communication and marketing and events, we would love to meet you. This is an excellent opportunity to grow in your fundraising career.

## **Key Responsibilities**

In collaboration with the Development Director and Executive Director, manage and execute the annual development, communications and stewardship plans. Support efforts to evaluate and update plans and activities annually.

### **Communications**

- Lead marketing, communications, and public relations strategies.
- Create e-newsletters and other email campaigns and manage segmented distribution lists.
- Maintain updated content for the Texas 4000's website and in partnership with Texas 4000 riders create content for social media channels (Facebook, Twitter, LinkedIn, Instagram, and Youtube).
- Develop and manage communications calendar and content to promote all Texas 4000 campaigns and events through social media, event calendars, e-mail and personal outreach.
- Ensure all sponsorship media agreements are met and prepare related annual reports.
- Create marketing and promotion in all forms (digital, social, print, radio, etc).
- Create and distribute press releases for annual events.
- Develop and maintain event-related webpages (registration, fundraising webpages, Texas 4000 webpage and others).

### **Events**

- Oversee contract event staff to manage all aspects of Texas 4000 events including Amplify Austin, Austin Marathon Gives campaigns, Day Zero, ATLAS Ride, Homecoming, Tribute and others.
- Manage event committees and lead monthly committee meetings.

### **Data Management**

- Lead manager for donor database segmenting donors and prospects (including local and national corporations and individuals) to maintain accurate, updated donor information and produce monthly reports.
- Key lead for ensuring all gifts and donations are processed correctly with appropriate acknowledgement letters.
- Oversee support team fundraising campaigns. Develop and maintain relationships with individuals and organizations who are raising funds for Texas 4000.

## **Qualifications, Skills and Abilities Required:**

- College degree or equivalent work experience preferred.
- Five or more years of relevant experience in nonprofit fundraising and/or marketing/communications preferred
- Strong technology skills MS, Google Suite, Adobe Suite and database experience, Raiser's Edge preferable.
- Strong communication abilities, with superior interpersonal, verbal and written skills.
- Commitment to accuracy, attention to detail, highly efficient and conscientious about thorough follow-up. Impeccable spelling, grammar, punctuation skills.
- Excellent organization and time management skills with the ability to complete projects and achieve goals while managing multiple priorities and deadlines.
- Must have a mature work attitude and be self-motivated, reliable, and resourceful.
- Team player who enjoys interaction with professionals, peers, volunteers and those served by the organization.
- Personable, yet professional and must maintain strict adherence to confidentiality.
- Patience and good humor.
- Moderate travel required.

## Benefits

- Health Insurance - 75 percent paid for by organization
- Dental Insurance - 90 percent paid for by organization
- Vision Insurance - 100 percent paid for by organization
- Generous and flexible Paid Time Off (PTO)
- Holidays
- Travel across the country during the summer to see the riders and visit with donors. With approval, travel can be extended to include personal visits.
- Flexible work environment
- Strong organizational culture of philanthropy
- Select professional development opportunities paid for by organization

## How to Apply

If you are ready to join the fight against cancer and help lead Texas 4000's development and communication efforts, please email your resume and cover letter (resumes will not be reviewed without cover letter) to [info@texas4000.org](mailto:info@texas4000.org) subject line: DEVELOPMENT & COMMUNICATIONS MANAGER. No phone calls please.

## About Texas 4000 for Cancer

### *Our Mission*

Texas 4000's mission is to cultivate student leaders and engage communities in the fight against cancer. We share hope, knowledge and charity through leadership development, grantmaking, and our cornerstone event, a 4,000+ mile bike ride from Austin to Anchorage.

### *Our Vision*

Texas 4000 envisions a world where all students can become leaders in creating a cancer-free future. Texas 4000 Leadership Development Program Eight Foundational Leadership Skills:

1. Self-Awareness
2. Communication
3. Resiliency
4. Efficient Planning
5. Peer Respect
6. Situational Leadership
7. Technical Knowledge & Skills
8. Vision & Action