



Executive Director
Association of Fundraising Professionals Greater Austin Chapter (AFP-GAC)
Austin, TX

About AFP-GAC:

The Association of Fundraising Professionals (AFP) is the driving force behind philanthropy, empowering those who fuel the missions of nonprofit organizations across the globe. Since 1960, AFP has connected more than 30,000 members in 190 chapters worldwide through innovative advocacy, cutting-edge research, professional education, and the gold standard in fundraising certification. AFP has been the leading voice in shaping the future of philanthropy, setting the benchmark for excellence in the sector.

The Greater Austin Chapter, established in 1984, is at the heart of Central Texas' vibrant nonprofit community, bringing together 300 passionate fundraisers. Our chapter isn't just about meetings—it's about inspiring connections, sharing expertise, and igniting new ideas that make a lasting impact. Through dynamic programming, engaging workshops, and collaborative events, AFP Austin empowers fundraisers to elevate their careers and strengthen the missions of the nonprofits they serve. Together, we're building a stronger, more impactful future for our region and beyond.

About the Candidate:

Our ideal candidate should be a results-oriented fundraising professional, known for your ability to execute tasks with precision and efficiency. You should have a strategic mindset and a proven track record in the nonprofit sector that includes galvanizing donors and members while also spearheading successful fundraising initiatives. You are a collaborative leader of teams and volunteers. You are passionate about making a positive impact aligning with our AFP's mission, and you are ready to contribute your skills and expertise to drive growth and influence within the philanthropic community.

As the first-ever Executive Director, this is a unique opportunity for a dynamic leader to shape the future of AFP in Central Texas. You will have the chance to build a thriving organizational culture, foster meaningful collaborations across like-minded organizations, and ultimately strengthen the support network for fundraisers who are passionately driving the missions of nonprofits across Austin.

Job Description:

Vision and Strategic Leadership:

- Collaborate with the Board to develop and implement a strategic plan that aligns with AFP's mission.
- Seek out and foster relationships with key stakeholders in various sectors to identify new opportunities for funding and community engagement.
- Act as the public face of the organization, participating in public speaking engagements, interviews, and contributing to articles to enhance the organization's visibility and impact.
- Collaborate with the marketing and communications committee to support various initiatives, contributing to the development and execution of strategies that enhance the organization's visibility and brand presence.
- Lead efforts to strengthen and uphold the chapter's commitment to diversity, equity, and inclusion by fostering an inclusive culture that ensures equitable access to opportunities, resources, and support for all fundraisers in the Central Texas community.

Fundraising and Financial Oversight:

- Identify, cultivate, and expand diversified funding streams, including grants, sponsors, donors, programmatic revenue, and affinity programs, ensuring financial health and sustainability.
- As the top leader of AFP, create and execute strategic stewardship and relationship management practices across all AFP members, partners, and donors.
- Oversee organizational finances, policies, and procedures to maintain the highest level of fiscal integrity. Monitor ongoing progress, cash flows, and investments, implementing necessary course corrections.
- Ensure the relevancy, support, and evaluation of all signature AFP-GAC programs, continuously improving and being accountable for funding outcomes.

Board and Event Management:

- Serve as an ex-officio member of the Chapter Board of Directors and the Executive Committee, providing support in the development and execution of board meeting agendas and minutes.
- Under the direction from relevant committees, coordinate and support volunteers in executing activities for key events, including AFP-GAC Philanthropy Day, in-person and virtual education programming, and member and affinity gatherings (where applicable). This includes managing and supporting the registration, sponsor invoices, marketing materials, and logistics.

- Review and monitor financial activities for proper budget allocations, complete required annual processes such as the AFP Chapter Accord Process and ensure ethical standards by approving job postings prior to publication.

Chapter Governance & Compliance with AFP Global:

- Complete and submit the annual Chapter Accord, Ten Star Gold, and IDEA Champion applications in December/January, detailing various activities that may vary each year.
- Occasional travel to attend AFP Global events (ICON and LEAD), for networking, sharing insights, and fostering collaborations to contribute to the professional development and success of the individual in the dynamic field of fundraising.
- Serve as advocate and liaison to AFP Global offices and staff.
- Ensure CFRE credit applications are submitted and approved for all relevant AFP education programming.
- Lead a dynamic contract administration team, overseeing and optimizing work processes to ensure efficient contract execution and compliance with organizational policies, while fostering a collaborative and results-driven work environment.
- Supervise and manage contract services to support the chapter, such as bookkeeping, event management services, and administrative support services.
- Ensure administrative responsibilities are executed in a timely manner, particularly if or when there may be gaps in contracted administrative support.

Qualifications and skills

- 5-7 years of leadership and management of fundraising and/or membership organizations, preferably in a non-profit environment.
- Demonstrate a **robust commitment** to achieving impactful outcomes and promoting racial equity by actively fostering diversity across various facets of the organization, including membership, board representation, and educational programming.
- Ability to leverage development strategies to advance organizational results.
- Skilled at inspiring teams to deliver superior work and customer service.
- Excellent leadership and management skills, including management of individuals, committees, and projects. Excellent interpersonal, oral, and written communication and public speaking skills with the ability to simplify and articulate complex concepts to various audiences.
- Ability to approach situations and challenges as opportunities for growth and learning.
- Demonstrated team leader who can incorporate diverse perspectives while affirming different cultures, styles, and approaches.

Compensation and Benefits:

Salary Range: \$85,000-\$95,000 for a 40 hour work week

Health Care Stipend: To support the health and well-being of our employees, we offer a health care stipend to assist with the costs of health insurance. Each eligible employee will receive a monthly stipend of \$400, which can be used to purchase individual health insurance or to offset the cost of their existing health coverage. This stipend is provided in addition to the employee's regular compensation and is intended to give employees the flexibility to choose the health insurance plan that best meets their needs. By offering this health care stipend, we aim to alleviate the financial burden of health insurance and ensure that our employees have access to the medical care they need.

Work Environment: This remote position, based in Austin, TX, offers a flexible work-from-home schedule with an expected 40-hour workweek. The role requires in person availability for select committee meetings and chapter events, fostering local engagement and proactive communication within a collaborative virtual environment.

Paid Time Off: AFP-GAC offers a comprehensive Paid Time Off (PTO) policy to support the well-being and work-life balance of this employee. Each calendar year (January 1-December 31), employees are entitled to a bank of 15 vacation days to be used for rest, relaxation, and personal activities. In addition, employees receive seven sick days annually to address health needs for themselves or their immediate family members. Our PTO policy also includes paid time off for standard holidays, New Year's Day, MLK, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, and Christmas, along with 6 additional floating holidays. These floating holidays allow employees the flexibility to take time off for personal or cultural observances of their choice, ensuring they have the opportunity to celebrate occasions that are meaningful to them. Flex time is available during periods where the chapter may require higher than usual hours to execute events like Philanthropy Day or the One Day Conference.

Cell Phone and Internet Stipend: We provide a remote working stipend of \$75 to help cover the costs of your cell phone and internet services.

To apply, please send a cover letter, resume, and 3 references to recruiting@afpaustin.org.