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## *Austin Director of Development Job Description*

### **Position Summary**

The Austin Director of Development is responsible for planning, organizing, and leading Academy 4's fundraising efforts across the Greater Austin area, including major gifts, grants, special events, and targeted fundraising campaigns. This role partners closely with the VP of Development to execute strategic initiatives, strengthen donor relationships, and drive revenue growth in support of the organization's mission.

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### **Qualifications**

- Must embrace the mission of Academy 4 to connect churches to schools and their communities to mentor 4<sup>th</sup> graders in leadership.
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Outstanding interpersonal and writing skills.
- Possess the skills to work with and motivate staff and volunteers.
- Have the desire and ability to get out of your home office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, showing love and compassion for people and the community, demonstrate versatility in communication, exhibit self-confidence, possess common sense, and listen actively.
- Be professionally networked in the fundraising community with professional education and/or certification.
- A bachelor's degree or equivalent work experience is required.
- 2–5 years of experience in professional fundraising or a related field is required.

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### **Job Responsibilities**

- Meet with prospective donors and supporters on a continual basis to establish effective communications with them.
- Develop and implement a major gifts program including identification, cultivation, and solicitation of major donors in Austin



- Work toward long-term fundraising goals established and agreed upon at the time of hire.
- Seek and assist with grant funding opportunities including research, proposal writing, and reporting requirements.
- This is a hybrid position that combines remote work with in-person responsibilities across the Greater Austin area.
- The Austin Director of Development will attend Academy 4 program sites as needed to introduce the program to prospective donors and build meaningful community connections.
- Assist VP of Development in an annual fund program, including mailings and annual fundraising drives.
- Coordinate fund raising special events in the Greater Austin area.
- Oversee prospective donor research in Greater Austin area.
- Make public appearances & accept speaking engagements to share information about Academy 4 with the community.
- Participate in Committee meetings.
- Assist in fundraising database and tracking systems.
- Collaborate on publications to support fundraising activities.
- Assist in appreciation and retention programs.
- Always demonstrate professional conduct.
- Perform other related duties as requested.

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**Salary and Benefits**

Competitive/commensurate with experience and other qualifications.  
Starting Salary \$75,000

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**Application**

Apply at [Academy4.org](http://Academy4.org) under the careers section.

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