

Development Manager

Are you passionate about working for an organization that serves to empower and uplift students through the education system by removing barriers and helping students realize their fullest potential? Our mission is to surround students with a community of support, empowering them to stay in school and achieve in life. We achieve our mission by hiring bright, creative, and innovative team members who demonstrate a passion for what they do.

If this is you, are you All In For Kids?

CIS of Central Texas is currently seeking a full-time **Development Manager** to plan, coordinate, and execute all agency fundraising and donor cultivation events as well as all agency direct appeal fundraising campaigns **in Austin, TX**. The Development Manager will work closely with the Associate Director of Development to support the agency's overall fundraising strategy, with a focus on direct appeal fundraising and special events.

Who we are:

Rooted in community for over 40 years, Communities In Schools of Central Texas is a sophisticated 501(c)(3) nonprofit organization in Austin, Texas. Communities In Schools (CIS) is a national organization that ensures every student, regardless of race, gender, ability, zip code, or socioeconomic background has what they need to realize their full potential in school and beyond.

We are in strong financial health with six months of reserves and a long history of clean audits.

This is an exciting time to join Communities In Schools. In Fall 2024, we will move into our new 30,000 sq ft headquarters, funded through contributions and New Market Tax Credits.

Who you are:

First and foremost, we are looking for amazing people who have diverse backgrounds and experiences, are inspired by our mission, and are highly motivated to change children's lives through education. We value diversity of ethnicity, race, socioeconomic status, sexual identity, gender, religion, language, ability, and experience and exemplify this through the makeup of our team at all levels. You will be right at home here if you cultivate strong relationships and push yourself, your work, and the people around you to the next level.

What we offer:

CIS offers a competitive salary commensurate with experience in a similar position. The salary range for this position is **\$4,633.34 mo. to \$5,458.34 mo.** Salaries are determined by qualifications and relevant experience. New hires are typically brought into the organization at a salary between the range minimum and midpoint depending on experience and in alignment with internal equity.

Some of our benefits include:

- Generous time off includes 4+ weeks of holiday and 2 weeks of vacation time
- Three (3) Personal Days
- Twelve (12) Sick Leave Days

- CIS pays for 100% of the employee premium for the base medical insurance plan and we provide subsidy to support coverage for spouse/domestic partner and children
- Dental and vision plans, disability, life insurance, parenting benefits, flexible spending account options
- Professional development
- 403(b) retirement plan with an employer match
- Employee Assistance Program (EAP)
- We offer an inclusive environment where staff are encouraged to bring their whole selves to work every day

What you'll bring:

- Demonstrated project management experience and a proven track record of process improvement, executing large-scale fundraising events, and diverse direct appeal campaigns
- Demonstrated organizational ability and superior customer service
- Demonstrated knowledge of KPIs and marketing techniques for event management
- Demonstrated proficiency using computer applications including MS Office, Adobe Creative Suite, Canva, events registration systems and donor database software
- Bachelor's degree in public relations, marketing, communications, hospitality management or related degree is preferred
- Minimum of 3 years of experience in event planning, fundraising, donor relations, or a related field
- Experience in soliciting and securing gifts of \$1,000 or more is a plus.
- Superior communication skills (both written and verbal), with strong organizational and time management abilities
- Demonstrated ability to work effectively in a mission-driven agency whose participants and staff exhibit cultural sensitivity when working with colleagues, community stakeholders, vendors and volunteers
- Superior interpersonal skills and the ability to persuasively promote ideas
- Superior written, oral communication and listening skills
- Demonstrated ability to organize workload in a busy environment and able to work well under pressure while managing multiple tasks simultaneously
- Ability to work independently with minimal supervision in a fast-paced team environment
- Ability to work collaboratively and be a strong contributor in a team environment

What you'll do:

Fundraising/Cultivation/Stewardship Events

- Food for Thought: annual gourmet tasting fundraising benefit
- Campus Visits: four on-campus showcases of CIS work each school year
- Donor receptions (as needed)
- Third-party fundraising events (as needed)

Direct Appeal/Donor Acquisition Campaigns

- Amplify Austin
- Graduation Appeal
- Holiday Appeal
- Ready for School Supply Drive

Event Planning and Coordination

- Plan and Coordinate Events: Lead the planning and execution of agency fundraising and donor cultivation events, including the Food for Thought gourmet tasting benefit, campus visit lunch and learns
- Logistics Management: Execute all event logistics, including venue selection, vendor negotiations, managing timelines, securing necessary permits from local agencies, and supporting other team members in completing their event-related tasks
- Budget Management: Prepare and manage event budgets, ensuring all activities are cost-effective and align with the agency's financial goals
- Volunteer Supervision: Recruit, train, and supervise volunteers for special events, ensuring they are well-prepared, and their roles are clearly defined

Direct Appeal Fundraising

- Planning and Execution: Coordinate and execute all agency direct appeal fundraising campaigns (direct mail, social media, sms, email, etc.), managing timelines and creating reports as needed
- Content/Copy Creation: Both independently and in collaboration with external vendors, create and maintain content/copy for direct appeal marketing materials
- Maximize Results: Research and implement industry best practices to maximize yield from all direct appeal campaigns
- Vendor Management: negotiate and work with numerous vendors related to the design, production and distribution of direct appeal materials

Communications and Promotion

- **Promotional Materials:** Design and distribute promotional materials and invitations for events and direct appeal campaigns, leveraging multiple channels to maximize outreach and engagement
- **Content Creation:** Create and manage content for event and campaign-related web pages, ensuring the information is current and effectively communicates the agency's mission and goals
- **Donor Recognition:** Develop and implement donor recognition events and appreciation gifts, ensuring donors feel valued and appreciated

Collaboration and Community Engagement

- **Collaboration:** Work collaboratively with Board Members, community stakeholders, and the development team to advance event planning and fundraising efforts
- **Communications Alignment:** Coordinate with the communications team to ensure agency alignment of messaging and look/feel of marketing materials for both special events and direct appeal campaigns
- **Agency Representation:** Represent the agency at community events, building relationships with key stakeholders and raising the profile of Communities In Schools

Administrative and Other Duties

- **Data Management:** Maintain accurate records of event-related activities, donor interactions, and financial reports in the donor database
- **Strategic Reporting:** Analyze and report on key metrics related to event success and individual giving to inform future strategies and improve fundraising outcomes
- **Team Participation:** Actively participate in the CIS team approach to service delivery, problem-solving, and upholding agency culture, standards, and systems
- **Additional Duties:** Perform other duties as required by the Associate Director of Development or Chief Development Officer

Reporting structure: This position is supervised by the Associate Director of Development and may supervise interns and/or volunteers.

Worksite: CIS Administrative office. Occasional work hours in the evening and occasional travel between events and the administrative office in Austin, Texas.

[Learn more about our Values](#)

Applications will be accepted until the position is filled.

Communities In Schools of Central Texas is an equal-opportunity employer.