



POSITION: DEVELOPMENT ASSOCIATE

Organization: Texas Historical Commission (the THC Development office/the Friends of the THC)

Work Location: Gethsemane Lutheran Church, 1510 N Congress Ave, Austin 78701; **this is an in-office position.**

Schedule: Full-time Standard Hours Per Week: 40.00

Salary: **\$57,600 - \$62,400** (annual) plus benefits (an extremely competitive benefits package including retirement and health benefits) offered. Please visit <https://www.ers.texas.gov/home.aspx> for additional details.

Please **CLICK HERE TO APPLY. A cover letter, resume, and a writing sample are required and can be uploaded to the application.** The cover letter can be addressed to:

Anjali Zutshi
Executive Director
Friends of the Texas Historical Commission
P.O. Box 13497
Austin, TX 78711

ABOUT THE FRIENDS OF THE TEXAS HISTORICAL COMMISSION & THE THC DEVELOPMENT OFFICE

The mission of the Friends of the Texas Historical Commission is to partner with the Texas Historical Commission to preserve and protect the real places and real stories of Texas and all Texans, securing philanthropic resources to ensure a lasting legacy for future generations.

The Texas Historical Commission (THC), by statutory authority, has a development office within its Administrative Division. This development team includes the THC Chief Development Officer, the Development Managers, the Development Associate, and the Finance and Office Manager/Bookkeeper, all of whom are state employees. Per a Memorandum of Agreement between the THC and the non-profit 501(c)(3) **Friends of the Texas Historical Commission (FTHC)**, the THC development staff also staff the nonprofit FTHC. Therefore, the THC Chief Development Officer serves as the Executive Director of the Friends of the THC, and the Development Manager(s) and Associate, and the Finance and Office Manager serve in parallel roles for the nonprofit organization. This **Senior Development Manager** position is, therefore, a State of Texas employment opportunity.

<http://www.thcfriends.org>

JOB OBJECTIVE:

Provide complex fund development and consultative services and technical assistance to the Texas Historical Commission (THC) agency staff, Texas Historical Commission (THC) Commissioners, Friends of the Texas Historical Commission (FTHC) Board of Trustees. **The ideal candidate will bring experience in development and fundraising (including research and prospect development), communications and outreach, as well as the skills for program management. The Development Associate is a critical position** supporting the Executive Director and Development Managers, and will work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. **Development and Fundraising: Support** the Friends of the THC ED and Development Managers **on all aspects of fundraising**, including foundation, individual, and corporate giving. **Manage and maintain the donor database**, ensuring accuracy and currency of the donor data. Ensure that all requests submitted, and gifts received are entered and updated promptly in the database. **Manage all campaign and events information** on the donor database, including setting up events, running reports, setting up campaign forms, etc. **Managing the reporting functions** in the donor database, running donor, mailing, and analytical reports. **Train THC staff and facilitate utilization of the**

donor CRM software across agency, to build proficiency and maintain accuracy of data. **Work closely with THC staff to integrate use of CRM software for event registrations**, contact list management, etc. Work in partnership with the Development Manager to ensure timely annual fund mailings and renewal mailings. **Support the Development Manager in maintaining renewal mailing schedule, tracking responses, and managing timely acknowledgments** for all donations, including sending thank you gifts.

2. Program Development and Support: Coordinate all aspects of the Preservation Scholars Program including working with development managers to cultivate donor relationships in support of the program, and supporting the solicitation of annual grants or individual gifts for the program; managing the Preservation Scholars Committee (which includes THC staff and FTHC Board members); coordinating the annual planning process (Fall through Summer) for the program including organizing all pre-program planning; updating and managing the applications process through the winter of each year; coordinating the application review by committee in the spring; and coordinating the internship program through the 10-week period in the summer of each year.

In addition, support the creation and/or development and expansion of other distinct FTHC programs, as required, and support the **Development Training Seminars/Workshops program**.

3. Communications and Outreach: Coordinate all aspects of the Friends of the THC's Communications Program, including the website, Social Media, online and print communications (newsletter and annual report). **Work with ED and Senior Development Manager to update and manage the FTHC communications plan** for ongoing communications with donors, partners, and supporters, and with the Commission. **Support the Office Manager and the FTHC Social Media consultant** in creating and implementing content for the Social Media plan for the Friends. **Manage and develop the FTHC's virtual events program** – identify and solicit speakers, manage schedule of programming, work with ED to develop potential funding asks to support the program.

4. Board Support: Support the ED and Finance and Office Manager on board/Committee meeting planning and coordination. Assist ED in building FTHC Board and Committee meeting agendas. Facilitate board action items that relate to THC divisions.

5. Financial Management: Assist the Executive Director and Finance and Office Manager in the development and review of FTHC's budget and financial reports. Participate in the annual budgeting process.

6. May train others.
7. Adhere to established work schedule with regular attendance.
8. Follow all THC safety guidelines/procedures and ethics requirements.
9. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

(The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university;
- Minimum **three – four (3-4) years of experience in the nonprofit sector**, specifically in **development and fundraising support roles**;
- One to two (1-2) years of experience in program development/support;
- Experience in donor database management (customer/constituent database management (CRM) systems, such as Neon, Raiser's Edge, or other fundraising software);
- Experience in donor communications (emails, newsletters, etc.);
- Proficiency in Microsoft Office Suite (Microsoft Word, Excel, PowerPoint, Publisher, etc.);
- Proficiency in online communications software (like Gov Delivery, MailChimp, Constant Contact, etc.);
- Valid driver's license, acceptable driving record, and ability to drive a state vehicle; and
- Required to travel a minimum of 20% of the work period.

PREFER:

- Experience in fundraising events support/coordination;

- Experience in board management/support;
- Experience in website management and web content development;
- Experience and skill in public speaking a plus; and
- Demonstrated interest in history, historic preservation, or the arts.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Good strategic thinking and planning skills, and the ability to plan, organize and work with moderate oversight, as well as within a team environment;
- Good to excellent verbal and written communication and organizational skills;
- Exercise sound professional judgment and discretion in establishing, applying, and interpreting fundraising policies and procedures;
- Exercise ethical considerations for management of sensitive donor data, and for broader development activities;
- Ability to work effectively under pressure and meet deadlines while maintaining extreme attention to detail;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Attention to detail and high standard of quality;
- Ability to collaborate with various constituencies, including agency staff, FTHC board, community partners, donors, and volunteers, with a full commitment to customer service;
- Ability to analyze problems, evaluate alternatives and engage in developing effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Effective critical thinking skills;
- Skill in identifying measures and indicators of program performance;
- Knowledge of graphic design;
- Skill in the use of general office machines, including a personal computer with word processing, excel, and other software;
- Skill in providing customer service excellence to both internal and external customers; Ability to travel as needed for meetings, events, etc.

ENVIRONMENT/PHYSICAL CONDITIONS: This is an in-office position, housed in a historic state building next to the agency's headquarters near the State Capitol in Austin. Applicants must be willing to travel, and some overnight travel is required. The Senior Development Manager attends, and sometimes presents at conferences, meetings, and workshops, requiring evening and weekend work hours. Travel typically requires driving, although some air travel is also expected.

Position requires regular, in-office presence. Changes in the agency telework policy may permit future approval of remote work, subject to job and performance requirements.