



POSITION: SENIOR DEVELOPMENT MANAGER

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: **\$75,600 – \$80,400** (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 advanced and highly complex (senior level) fund development 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, and the general public. **The ideal candidate will bring experience in development planning and strategy, foundation, and institutional fundraising** (including research and prospect development), **and donor relations management. The Senior Development Manager is a critical leadership position** supporting the Executive Director, and will work under limited supervision, with considerable latitude for the use of initiative and independent judgment.

APPLICATION PROCESS:

PLEASE APPLY AT: <https://capps.taleo.net/careersection/808/jobdetail.ftl?job=00055907&tz=GMT-06%3A00&tzname=America%2FChicago>

RESUME, COVER LETTER, AND WRITING SAMPLE REQUIRED FOR THE APPLICATION.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- **Development and Fundraising:** Coordinate **foundation and institutional** (public agency as well as quasi-public funding sources) fundraising to support any ongoing program/project fundraising campaigns. **Manage** (with guidance and oversight from the ED) **a robust list of foundation and institutional prospects**, and prepare, maintain, and manage targeted donor lists for specific programs and projects, including capital campaigns. Collaborate with the Executive Director (ED) to **develop case statements** for foundation and institutional fundraising. **Coordinate all research and prospects development for foundation and institutional donor prospects**, to help with effective grant writing and reporting, and for the management and stewardship of grants. Collaborate with the Executive Director (ED) and the appropriate agency program staff to **provide timely reports** to foundation and institutional donors for program/project related grants. Support the Board and ED, and in partnership with the FTHC team, any **fundraising or special events**.
 - **Donor Relations Management:** Engage in **active communications** with prospects to **foster long-term relationships**. Use the **donor database to track all institutional fundraising activity**, and to generate regular reports to track annual foundation and institutional fundraising goals. Ensure **accuracy and currency of donor database, especially as it relates to foundations and institutional giving**.
- Leadership Development and Support:** This position is envisioned as **a critical leadership position** within the Friends of the THC and will therefore **work closely with FTHC ED on tracking and implementing strategic priorities** for the Friends of the THC. The Senior Development Manager will also **engage with ED as well as Board and Commission leadership** to understand the full scope of THC's programs and goals, and the Friends of the THC's partnership with the state agency and will work with the ED to **understand and implement strategic priorities beyond development and fundraising**. This position will also **represent the ED in key leadership meetings and engagements** as required.
- **Program Development and Support:** **Create and/or develop and expand distinct preservation programs**, including **education and outreach programs** as required. Work with the ED to develop and conduct the Development Training Seminars/Workshops. Work with the ED to **build sponsorships and partnership support** for the annual Real Places Conference. Work with the Historic Sites Community Partnerships Program Manager to **liaison with local Friends groups**, serve as a resource, and coordinate fundraising efforts.
 - **Communications and Outreach:** Support the ED and Development Associate by **providing strategic guidance for the development and management of the FTHC's Communications Program**, for ongoing communications with donors, partners, supporters, and with the Commission. Provide strategic guidance to The Finance and Office Manager on the social media program, and provide content as required. **Support the writing and editing of donor communications**, including e-newsletters and the annual report. **Provide strategic input to the Development Associate on FTHC's virtual events program**; help identify and solicit speakers, provide guidance to the Development Associate on the schedule of programming, and work with ED to develop potential funding asks to support the program.
 - **Board Management:** Support the ED and Finance and Office Manager on board meeting planning, including setting up the board and committee meeting agendas, and provide support on meeting logistics. Facilitate board action items that relate to THC divisions.
 - **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.
 - May train others.
 - Adhere to established work schedule with regular attendance.
 - Follow all THC safety guidelines/procedures and ethics requirements.
 - 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 **ten (10) years of experience in the nonprofit sector**, with a **minimum of six-seven (6-7) years of experience in development and fundraising**, specifically in **grant-writing and foundation and institutional fundraising**;
- 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 30% of the work period.

PREFER:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent strategic thinking and planning skills, and the ability to plan, organize and work independently, as well as within a team environment;
- 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;
- Ability to prioritize and deal with multiple projects and responsibilities simultaneously, and to adapt successfully and quickly to change, and deliver results in a timely manner with a strong attention to detail and high standard of quality;
- Ability to establish and maintain effective working relationships, and 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 recommend 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 donor 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.