

## **AIA Austin/Austin Foundation for Architecture (The Center) Development Director**

AIA Austin is the Austin Chapter of the American Institute of Architects, serving over 1,200 members and 250 Allied Members. We are a not-for-profit 501(c)(6). The Austin Foundation for Architecture (AFA) is the non-profit 501(c)(3) partner of AIA Austin. The Foundation is evolving into the Center for Architecture and Design (name TBD), which will become a destination that illuminates the power of design for all. The Center will surpass other such Centers in major cities around the world.

### **Development Director**

AIA Austin and AFA / The Center seek a bright, positive, experienced, and goal-oriented team player who will:

1. Successfully position and execute the Chapter and the AFA / The Center's efforts to raise significant private and corporate funds to take us through a capital campaign and launch the Center. You will play a key role in identifying, soliciting, and stewarding donations, grants, and sponsorships. You will identify potential sources of donations, manage grants, and track the progress of fundraising campaigns. The Director of Development also has a critical role in dramatically heightening awareness of the Center's long-term goals and involving active participants to bring these goals to fruition by securing major gifts.
2. Manage and grow AIA Austin and AFA / The Center's current sponsorship and fundraising portfolio, which includes Design Awards, Homes Tour, and Design Excellence Conference event packages, and Foundation / The Center recognition and stewardship events. You will be instrumental in achieving both organizations' annual fundraising goals by growing and diversifying their funding base and creating fundraising strategies that increase the two organizations' support from individuals, corporations, foundations, and other sources. As a leader of the fundraising team, the Development Director is responsible for creating and executing AFA / The Center and AIA Austin's annual development plans.

With a small but mighty staff of six, the Center's development success requires wholehearted involvement of both boards. The Director of Development must motivate Board Members and other volunteers—facilitating their success, as well as fostering donors' positive relations with the Center.

### **Responsibilities include**

- Work with the ED, Communications Manager, Development and Events Associate, and Board Treasurers to create and manage annual development and fundraising plan for both organizations
- Assess, choose, and implement a donor-management/CRM or AMS system to serve both organizations, and oversee transition of current data into new system
- Create, evaluate, and prioritize current and potential lists of prospects
- Initiate regular, focused conversations / meetings with the Development Committee, and other volunteer leaders
- With Program and Events Director, Development and Events Associate, and Facilities Manager, plan, administer, implement, and analyze fundraising activities and events, including patron receptions and events
- With Communications Manager, develop strategies and collaborate on production of marketing and fundraising materials (digital and print). Plan and execute direct-mail campaigns, periodic donor communications, and cultivate awareness from potential donors

- Ensure that all donors and sponsors are properly acknowledged before, during, and after events, and receive regular communication by making donor and sponsor relationships a priority
- Manage grants. With assistance, Identify grants, supervise submissions, and follow through with administration. Maintain grants calendar and chart of contracted deliverables for organizational and planning purposes. Monitor and encourage progress on all supported projects, programs, and initiatives. Produce all submissions and reports in a timely fashion for private and corporate foundations, government funding agencies, including compiling program and budgetary information, drafting narratives, and formulating financial information
- Identify new funding sources for both AIA Austin and AFA / The Center
- Provide regular reports to ED and Boards of Directors about fundraising progress
- Work with ED and Development and Events Associate to create, maintain, and foster relationships with Allied Members and donors within the community
- Work with AIA Austin Committee chairs in support of programs hosted by AFA / The Center, nurturing an understanding of both organizations' vision, programs, and leadership profile and creating enthusiasm and confidence.
- Prepare timely and effective donor acknowledgement letters for the Executive Director
- Work with ED, Treasurer for AFA / The Center, and Bookkeeper to implement and track AFA / The Center's Board Give/Get program

#### **Administrative (20%)**

- Act as staff liaison to 2-4 AIA Austin and AFA / The Center committees, including meeting scheduling, communication dissemination through Constant Contact, event planning assistance, and expense report submission
- Schedule and manage in-person and Zoom meetings with donors and sponsors, print and mail donor correspondence

#### **Additional Duties**

- Respond to emails and phone calls in a timely and professional manner
- Demonstrated ability to independently lead projects from beginning to end
- Be available for some evening, night, and weekend events to meet and greet donors and sponsors on an ongoing basis

#### **Requirements/Qualifications**

- Bachelor's degree
- Excellent writing skills
- At least 5 years experience employed in the non-profit development realm, including grant management and experience overseeing a capital campaign
- Familiarity using development software including CRM administration and donor database management systems
- Committed to and enthusiastic about AIA Austin and AFA / The Center mission and programs
- Computer literacy, including email marketing software and mail systems
- Ability to exercise sound judgment, take responsibility for meeting deadlines, and be a skilled problem solver
- Strong organizational skills and exceptional attention to detail are a must
- Ability to excel in a fast-paced, high-volume workplace. Willing to adjust to a demanding and changing environment
- Straightforward, self-motivated, and diplomatic—sharing information readily, listening as well as giving advice, and respecting the abilities of others
- Emotionally mature with a sense of humor

All AIA Austin/AFA / The Center staff members share the following core responsibilities:

- Provide outstanding service and ensure a welcoming culture for Members, Allied Members, and visitors
- Answer basic questions about benefits and value of AIA membership, services, and programs
- Provide member care and customer service responses to frequently asked questions
- Advocate for and communicate the importance of design and the work of architects
- Promote a positive office culture of mutual respect, and maintain a flexible and collaborative attitude, working with other staff on projects, events, duties, and assignments as required
- Participate in major Chapter events as needed, including board meetings

### **Environment**

Position requires frequent and regular computer and telephone use. Must be able to climb stairs safely, and lift 10 pounds or more. Workplace is a smoke and drug-free environment. Equal opportunity employer. Hours are 8:30 to 6pm Monday – Thursday, and 8:30am to noon on Fridays, with evening and weekend hours required typically at least once a month.

### **Salary**

Salary range is 70-90K. Salary based on experience.

### **To Apply**

Applications must include cover letter describing interest in this position and resume including two professional references and salary requirements. Email to [Ingrid@aiaaustin.org](mailto:Ingrid@aiaaustin.org) with Development Director in email subject line. No phone calls will be accepted regarding this position.