

## **Development Lead**

### **TexARTS Association for the Performing and Visual Arts, Austin, TX 78734**

**TexARTS Association for the Performing and Visual Arts** is a nonprofit organization whose mission is to cultivate a thriving arts community by exposing all people to the visual and performing arts. We prepare and promote exceptional young talent to achieve their fullest potential as artists, leaders and global citizens. We are recognized throughout the region for our world-class professional theatre and educational programs.

#### **JOB SUMMARY**

TexARTS is seeking to establish and quickly grow a formal fundraising position for our 501(c)3 organization. This position will help fuel our organizational evolution and extend the impact of our arts education programs and professional theatre. The Development Lead is responsible for collaborating with the Executive Director and Chairman of the Board to plan, organize, and execute all of TexARTS' fundraising activities, including donor management, planned giving, special events, and yearly campaigns. This position will begin as a limited part-time position but with the full intention to grow quickly into a full-time, salaried Development Director position as efforts from initial fundraising provide budgetary support. This position co-reports to the Executive Director and the Chairman of the Board.

#### **MAJOR RESPONSIBILITIES**

- Embrace the mission of TexARTS.
- Plan, organize, and execute all of TexARTS' fundraising activities.
- Focus on growing donor base and business sponsorships while nurturing the relationships with current donors and stakeholders.
- Develop new strategies to build external relationships and cultivate donor relations.
- Work closely with the Executive Director and Board of Directors.
- Motivate staff, board members and other volunteers to engage in fundraising efforts.
- Work closely with organization's leadership, and board committee on coordination, planning, and execution of annual benefit gala and smaller fundraising events.
- Develop quarterly plans to share with staff and the Board of Directors.
- Meet prospective donors and supporters on a continual basis and establish effective communications with them.
- Grow our donor program by identifying, cultivating and solicitation of major donors.
- Oversee grant application process. Research new grant opportunities, write and edit applications, and process reports.
- Collaborate with the Executive Director on the annual Amplify Austin day of giving.
- Support the Executive Director and appropriate Board of Directors members at public events while sharing information about TexARTS with the community.
- Oversee fundraising database and tracking systems.
- Establish and maintain a gift recognition program.
- Process donor acknowledgement letters.
- Perform other related duties as requested.

#### **Qualifications**

- A bachelor's degree or the equivalent.
- Demonstrated experience in professional fundraising. A minimum of two years of development experience, preferably with a performing arts nonprofit.
- A genuine interest in and knowledge of the theatre and arts education

- Be organized and exhibit follow through on tasks and goals;
- Have knowledge and experience in fundraising techniques, particularly those related to securing business sponsorships, donor engagement, and grant management.
  - Be a self-starter and goal driven to initiate donor visits and fundraising calls.
- Computer proficiency in Microsoft Office applications. Must be proficient in Photoshop, InDesign, Illustrator, Constant Contact (or a comparable e-marketing system)
- Ability to multi-task, plan and prioritize workflow, and meet deadlines.
- Excellent written and oral communication skills.
- Ability to perform on a small team, while working independently. Must be a team player in an energetic office environment
- Must possess integrity and great customer focus
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Demonstrate professional conduct at all times.

### **To Apply**

Applicants for this position should send a resume, cover letter, and three references to: [employment@tex-arts.org](mailto:employment@tex-arts.org)