



VP/Director of Development & Communications

Reports to: CEO

Position Status: Full-Time, Exempt

Work Location: Corporate Office located in Austin, TX

Job Summary

The VP/Director of Development & Communications plays a pivotal role in advancing Austin Lighthouse's mission and goals by securing funding, cultivating donor relationships, and enhancing the organization's external profile and visibility through strategic communication efforts in Central Texas. This critical position requires a blend of development expertise, marketing and communications savvy, and strong interpersonal and organizational skills.

This entrepreneurial position will report directly to the CEO and is expected to have a proven track record of success in development, possessing a natural ability to build and nurture networks of supporters and champions to invest in Austin Lighthouse's mission-based initiatives. This new role will establish the development function and create and lead growth of new funding sources for mission expansion.

Responsibilities

- Support and promote Austin Lighthouse's mission and vision.

Development:

- Develop and implement a comprehensive development strategy and annual budget goals to sustain growth for the organization's programs and initiatives.
- Recommend and implement measures to determine the development strategy's success; provide stakeholders with ongoing status reports on progress.
- Identify and cultivate relationships with potential donors, including individuals, corporations, foundations, and government agencies.
- Align the organization's grant strategy with the development plan and provide oversight and direction to grant writer.

Communications:

- Accountable for designing and implementing awareness campaigns and fundraising events, routinely engaging stakeholders in supporting the mission and growth of Austin Lighthouse.
- Responsible for establishing, implementing, and recommending annual fundraising events including a planned 90th anniversary celebration – Oct/Nov 2024.
- Responsible for the creation of development and communication materials, including donor appeals, fundraising materials, press releases, newsletters, social media content, and more, promoting Austin Lighthouse's impact and achievements.
- Collaborate with internal teams to ensure alignment of messaging and branding across all communication channels.
- Serve as an external ambassador and spokesperson for the organization, proactively representing Austin Lighthouse to the business, philanthropy, media, and broader community.
- Build out, lead, and mentor a core team of development and communication professionals over time, fostering a collaborative and high-performing work environment.
- Stay informed about industry trends, best practices, and regulatory requirements related to fundraising and communications.



Other Responsibilities:

- Complies with and ensures employees understand and comply with TAB's policies and procedures.
- Holds self and others accountable for behaving in accordance with behaviors aligned with TAB's Core Values of **Leadership, Integrity, Growth & Innovation, Heart and Teamwork (LIGHT)**.
- Other duties as assigned.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

Knowledge, Skills and Abilities

- Knowledge of, and proven ability to connect with relevant donors & sponsors to successfully secure funding for Austin Lighthouse.
- Strong interpersonal skills with the ability to influence without formal authority while building and maintaining relationships with diverse stakeholders, including senior leaders.
- Ability to build a strategic vision and energetically lead execution.
- Ability to prioritize and manage projects efficiently and meet milestones, deadlines and KPIs.
- Excellent written and verbal communication skills, with a keen attention to detail.
- Strategic thinker with the ability to develop and execute multi-faceted fundraising and awareness campaigns.
- Proficiency in Microsoft Office Suite, donor management software, and social media platforms.
- Experience managing a team and collaborating with cross-functional departments.
- Strong ethics and discretion with confidential or sensitive information
- Able to read, comprehend and understand information and ideas presented in writing or in alternative forms.
- Able to multitask, prioritize, and manage time efficiently.
- Possesses cultural awareness and sensitivity.

Supervisory Responsibility

- Leads team of development and communications employees and/or contractors

Communication & Contacts Required

- Employees, departments, managers, executives, business partners, community members

Decision Making/Judgment Required

- Makes decisions as per Standard Operation Procedures and Company Policies

Minimum Education and Experience

- Bachelor's degree in communications, public relations, nonprofit management, or a related field (Master's degree preferred) or equivalent experience.
- 10 years plus of proven track record of success in development and donor stewardship within the nonprofit sector, including existing solid relationships with significant funders/donors in Central Texas.
- Salary range \$90,000-\$125,000 BOE.



- Strongly prefer an experienced development professional with a strong, active network in Austin & Central Texas Area.
- Commitment to the mission and values of Austin Lighthouse, with a passion for making a difference in the lives of individuals with disabilities.

Physical Requirements

With or without reasonable accommodation, employees in this position must be able to:

- Prolonged periods of working on a computer
- Ability to be in a stationary position (stand/sit) for 4-8 hours
- Ability to lift/move up to 15 lbs. at times
- Ability to bend, stoop, squat, adjust position for 10% of time
- Ability to network & attend functions during or after regular work hours
- Position is remote, onsite and community function based

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TAB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, protected veteran status, genetics or any other characteristic protected by law. In addition to federal law requirements, TAB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

EEO is the law. To review your rights under Equal Employment Opportunity, please visit: www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned or reassigned. This job description is subject to change at any time.

Compensation

Compensation and level of position will be based on experience.

How to Apply

Please click <https://austinlighthouse.applicantpro.com/jobs/3318913> to submit your Cover Letter and Resume