



Now Seeking Applications For

## **Donor Relations Manager**

### **Brief:**

The Donor Relations Manager will build the Foundation's base of support from foundations, corporations, and individuals. This will be done through programs designed to maintain and increase the giving of current supporters, and solicit new donors. Programs will include house file programs, events, direct mail campaigns, grant writing, and other activities designed to promote donations. The Donor Relations Manager will report to the Foundation's Director of Development.

### **Responsibilities:**

- Database management
- Execute house file mailings
- Execute direct mail programs
- Write follow-up and thank you letters
- Execute telemarketing programs for donor appreciation and prospecting
- Track giving programs
- Coordinate expense reporting
- Research donors and prospects
- Assist in creation of Foundation promotional materials
- Write foundation grant proposals
- Complete all background packets
- Other duties as assigned

### **Qualifications:**

- Bachelor's Degree or comparable work experience
- Strong writing and editing skills
- Strong organization skills
- Experience in working with databases and spreadsheets
- Demonstrated ability to plan and coordinate events
- Familiarity with Texas policy environment
- Demonstrated ability to work effectively in small workplace
- Demonstrated support of free market principles
- Ability to articulately advocate Foundation's vision and mission
- Ability to work late hours and weekends as necessary
- Ability to travel as necessary

Please send **resume**, **references**, **work samples**, and **salary requirement** to:

Director of Operations  
[gsindelar@texaspolicy.com](mailto:gsindelar@texaspolicy.com)