



Now Seeking Applications For  
**Donor Relations Manager**

**Overview:**

The Donor Relations Manager is an entry level position that oversees all direct communication with donors including acknowledgement letters, investment requests, email correspondence, and telephone communication. Oversees all details of direct mail and housefile mail program including communication with outside vendors and consultants. Maintains the database, tracking sheet, and planning calendar for fundraising purposes. Prepares materials for donor events and meetings. Oversees research of investor prospects. Prepares budget reports.

**Key Areas of Responsibility:**

- Maintain records and information on all current Foundation donors and prospects.
- Research new and prospective donors.
- Manual data entry of investments and other information into the database.
- Oversee acknowledgement of investments by Foundation donors both via telephone and letter.
- Coordinate creation, printing, packaging and mail all house file mailings through Foundation staff and outside vendors.
- Assemble materials for Foundation events or other speaking engagements.
- Oversee details of direct mail program.
- Maintain database, tracking sheet, and Development Planning Calendar.

**Qualifications:**

- Intermediate to Expert knowledge with Microsoft Office Package, including but not limited to: Outlook, Word, Publisher, and Excel programs.
- Beginning to Intermediate knowledge of Photoshop, Adobe Acrobat, and other graphic programs.
- Database management experience, Blackbaud Raiser's Edge Certifications encouraged.
- Must be able to multi-task and re-arrange priorities when necessary.
- Strong writing background.
- Strong sense of customer service.
- Strong organization skills.

**Please send cover letter, resume, salary requirement, references and writing samples to:**

Greg Sindelar  
Texas Public Policy Foundation  
[administration@texaspolicy.com](mailto:administration@texaspolicy.com)

*The Texas Public Policy Foundation is a non-profit, non-partisan research institute offering competitive salaries and benefits to qualified candidates.*

## About the Texas Public Policy Foundation

The Texas Public Policy Foundation is a 501(c)3 non-profit, non-partisan research institute guided by the core principles of individual liberty, personal responsibility, private property rights, free markets, and limited government.

The Foundation's mission is to improve Texas by generating academically sound research and data on state issues, and by recommending the findings to opinion leaders, policymakers, the media, and general public.

Funded by hundreds of individuals, foundations, and corporations, the Foundation does not accept government funds or contributions to influence the outcomes of its research. The Foundation is led by a Board of Directors chaired by Dr. Wendy Lee Gramm, President & CEO, Brooke Rollins and Executive Director, The Honorable Arlene Wohlgemuth.

A few quotes about the Foundation:

"I commend the Texas Public Policy Foundation for its excellent work in support of personal liberty and free markets." – **Milton Friedman**

"TPPF has been very, very important to Texas, in providing... conservatives with the intellectual capital to make change." – **Railroad Commissioner Michael Williams**

"The Texas Public Policy Foundation has brought together specific proposals by some of the nation's best authorities on the most important issues facing our states..." – **Ronald Reagan**

"TPPF offers real solutions for real Texans." – **Governor Rick Perry**

"More than a think tank for Texas, the Texas Public Policy Foundation is setting the standard by which other research organizations in the nation will be judged." – **John Fund, Wall Street Journal editorial writer**

The Foundation's Board of Directors consists of:

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For more information about the Foundation, please visit [www.texaspolicy.com](http://www.texaspolicy.com).