



Now Seeking Applications For
Events and Special Projects Manager

Brief

The Texas Public Policy Foundation has experienced tremendous organizational growth over the past few years. This growth in our organization has made it necessary to hire a high-energy, organized, and committed individual to lead the Foundation in its planning of events and special projects. This is a great opportunity for an applicant who is committed to promoting freedom to become involved with one of the premier free-market think tanks in the nation.

Responsibilities

- Working with President and VP of Outreach to achieve annual fundraising goal.
- Initiate, oversee and execute all fundraising events to include:
Strategy (work with Board and individual donors when necessary), timelines, invitations, announcements, registration lists, contracts, budgets, event details, identification of attendees, follow-up, and sponsorships.
- Develop regional committees.
- Evaluate ongoing and long-range development efforts and develop new strategies to advance fundraising efforts.
- Track and report key measures of fundraising progress.
- Meet with donors and prospects.
- Direct or assist with special projects as needed to include elements such as creating timelines, setting donor meetings and creating promotional materials.

Qualifications

- Two years of event planning experience required and fundraising experience a plus.
- Must be self-directed and goal oriented.
- Must be able to manage a small group of professionals.
- Must be able to manage multiple projects.
- Excellent interpersonal and written communication skills.
- Intermediate to Expert knowledge of Microsoft Office Package, including but not limited to: Outlook, Word, and Excel programs. Experience with InDesign a plus.
- Database management experience, Blackbaud Raiser's Edge Certifications encouraged.
- Must be able to multi-task and prioritize projects.
- Must be well-organized.
- Must have strong writing skills.

Please send references, resume and a writing sample to:

Greg Sindelar
Texas Public Policy Foundation
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 president of the Foundation is Brooke Rollins.

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.