



Now Seeking Applications For
Special Programs 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 position manages development events, assists in writing grant proposals and reports, and oversees special projects as needed.

Responsibilities

- Work with President, VP of Outreach, and Development Director to achieve annual fundraising goal.
- Initiate, oversee and execute all fundraising events to include: strategy, timelines, invitations, announcements, registration lists, contracts, event details, attendee research, follow-up, evaluation, and sponsorships.
- Develop regional committees.
- Collect, create, and edit content as needed to prepare grant proposals and reports.
- Recommend proposals to individual, businesses, and foundations, both current donors and prospects.
- Direct or assist with other projects as needed to include elements such as setting donor meetings and creating promotional materials for TPPF newsletters and other communication.

Qualifications

- At least two years of fundraising experience.
- 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 with Microsoft Office Package, including but not limited to: Outlook, Word, and Excel programs.
- Database management experience and Blackbaud Raiser's Edge Certifications encouraged.
- Proficiency in graphic design programs such as Publisher and InDesign encouraged.
- Must be able to multi-task and prioritize projects.
- Must be well-organized.
- Must have strong writing skills.
- Must be willing to work under the direction of others.

Please send cover letter, references, resume salary range 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 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 please visit www.texaspolicy.com