



Director of Development

Position Summary:

With the leadership and guidance of the Board of Directors, Chairman, President and Vice President, the Director of Development will direct the coordination and implementation of the contributed income program on behalf of the Foundation's goals and objectives to maximize potential, and to increase the base of support from foundations, corporations, and individuals. This position reports directly to the President of the Foundation.

Major Activities and Responsibilities:

- Accurately and effectively communicate the mission of the organization; understand the importance of close interaction and teamwork among the policy, communications, development and other professional staff members. In addition, represent the organization externally in ways that foster the best possible relations with actual and potential donors, sponsors and grant-writing organizations.
- Direct the grant solicitation program, in regards to the identification of foundations; coordination of deadlines; production of materials; submission of applications; and implementation of follow-up plans.
- Oversee the individual solicitation and mail programs, in regards to the identification of both prospects and established donors; production of materials; mailing schedules; and follow-through.
- Develop calendars and action plans for each Annual Fund campaign division, sponsorship and underwriting programs: Membership, Research Programs, Special events, Capitol campaign drives, etc.
- Manage the Foundation's database, and all activities associated with entry and update process, including, but not limited to, the processing of contributions, sending thank you letters, tracking foundation grants, and creating reports.
- Establish, and ensure provision of, benefits, privileges, recognition, acknowledgments and incentives for donors and volunteers in order to maintain and improve relations and retention.
- Direct the production, coordination and implementation of all solicitation-oriented materials.
- Assist in the identification and recruitment of the Development leadership and Board Members in order to build the necessary volunteer structure to ensure the best solicitation program that maximizes donations.
- Monitor and report campaign results by activity on an ongoing basis by communicating regularly with the President in order to help project the outcome of campaigns and to identify areas of highest concern and priority.

Qualifications:

A successful candidate will have:

- At least three years of experience in development and fundraising for non-profit organizations, or similar experience.
- Possess strong writing skills and have experience in writing grant applications.
- Ability to accurately present the Foundation's principles to donors and prospects in meetings and written communications.
- The ability and desire to travel the state and nation as part of the regular duties.
- A desire to work in a small, fast-paced environment where everyone participates in all tasks and duties.
- A willingness to work some evenings and weekends as necessary.

Please send **salary requirement, references, writing sample and resume** to:

Director of Operations
Texas Public Policy Foundation
411 Brazos St., Ste. 99, Austin, Texas 78701
Or, fax: 512-472-2728