



## Director of Development Job Description

### Texas Cultural Trust Mission

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The Texas Cultural Trust, established in 1995, is a 501c(3) non-profit organization whose mission is to be the leading voice of the arts in education, advocacy, and economic impact in Texas, spotlighting the artistic excellence of our state.

### Position Summary

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The **Director of Development** will be responsible for the creation and implementation of a comprehensive and strategic plan to maintain and expand current sources of funding and to develop new sources of funding through partnerships and individual, foundation and corporate gifts. Responsibilities also include implementing and directing planned, endowment, and annual giving, and other campaigns as well as overseeing the Trust's constituent records management database, gift acknowledgements, and cultivation and fundraising events. The Director of Development will report to the Executive Director and work with the Trust team and board of directors to develop and execute meaningful and long-term relationships with our partners and funders that will, in turn, promote the long-term sustainability of the organization.

### Responsibilities

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- Create, implement, and monitor comprehensive development plans to achieve fundraising goals for the Texas Cultural Trust and each of its programs.
- Understand and analyze the Trust's individual program budgets, as well as organizational fiscal year budget projections.
- Establish and maintain positive relationships with Board members, donors, and partners of the Trust across the state of Texas.
- Ongoing identification of prospective donors and supporters and cultivate effective communications, relationships, and giving. (In collaboration with the Executive Director.)
- Manage foundation and corporate grant seeking, including research, proposal writing, and reporting requirements. Steward all existing grants.
- Coordinate and direct annual, endowment, and other fundraising campaigns, including mailings, digital communication, and online giving platforms. (i.e. CauseVox)
- Oversee constituent records management database and other tracking systems.
- Plan and execute fundraising events working with the Trust team and partners.
- Manage the creation of collateral materials used for development, including invitations.
- Draft sponsorship solicitation materials and acknowledgments.
- Work with appropriate Trust team members to prepare social media outreach and website updates as they relate to sponsors and fundraising.

- Travel, give remarks, and attend engagements as necessary and appropriate to cultivate support and enhance development.
- Provide primary staff support to the Board of Directors Development Committee.
- Ensure appropriate and timely acknowledgement and follow through of all donors.
- Maintain up to date records of all donor commitments and Trust obligations to funders.
- Prepare and submit timely reports, recommendations, and updates to the Executive Director and Board of Directors.
- Maintain a working knowledge of current and emerging trends and best practices in fundraising.
- Engender the trust and confidence of all Trust team members, partners, and volunteers.

### **Qualifications and Attributes**

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A successful Director of Development will have an unprecedented opportunity to have an important impact on an increasingly high-profile non-profit organization supporting the arts in Texas. The candidate must have significant philanthropic fundraising leadership experience, strong ethics, strategic mindset, good judgement, acute attention to detail, strong verbal and written communication skills, ability to proactively anticipate needs, and outstanding organizational skills. The goal is to work with the Executive Director, Trust team, and Board of Directors to add the highest possible value to the organization and its mission.

- Personal qualities of integrity, credibility, and a commitment to the Texas Cultural Trust's mission.
- Deep understanding of non-profit organizations funded by private giving.
- Substantial experience of data analysis, reporting, and budgeting.
- Exceptional interpersonal, verbal, and writing skills.
- Experience working with a high-performance, collaborative, constructive peer group.
- Significant knowledge and application of fundraising techniques and best practices.
- Desire to maintain and build external relationships.
- Goal driven.
- Availability to work evenings and weekends as needed.
- A record of success in raising funds for a nonprofit.
- Proficient in using technology as a reporting and communications tool.
- Experience with foundation relationships, including grant writing and reporting.
- Experience with the management of constituent records management databases. Blackbaud/Razor's Edge a plus.
- Minimum of a bachelor's degree, masters is a plus.
- 8+ years of professional fundraising experience
- CFRE certification a plus

### **Compensation and Benefits**

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Salary commensurate with experience.

Comprehensive benefits package.

### **To Apply**

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Interested candidates should submit a resume and cover letter to [ctanner@txculturaltrust.org](mailto:ctanner@txculturaltrust.org).