

Texas 4000 for Cancer
Position Announcement

Job Title: Director of Development Job Status: Full Time Location: Austin, Texas

Reports To: Executive Director FLSA Status: Exempt

Texas 4000 for Cancer is committed to cultivating student leaders and engaging communities in the fight against cancer. Annually, a group of more than 80+ students from The University of Texas at Austin are competitively selected to participate in the organization's 18-month leadership development program which culminates in a 70-day summer bike ride from Austin, Texas to Anchorage, Alaska, to spread hope, knowledge, and charity in the fight against cancer.

Texas 4000 for Cancer is seeking a full-time Development Director to develop and administer the organization's annual fundraising plan. Reporting to the Executive Director, the Development Director researches, cultivates, solicits, and stewards new and existing local/national corporate partnerships and key individual relationships, managing a pipeline and portfolio of prospects. The position plans the organization's annual events – ATLAS Ride and Tribute Gala, overseeing the event committees and event planner for those events. They also work with the Executive Director and Board to achieve fundraising goals for corporate and individual giving, summer ride and event sponsorships, and event ticket sales.

Our ideal candidate is a dynamic individual who has ample experience in corporate and individual giving, organizing events, and understands the value of delivering exceptional compassion to nurture and develop both internal and external relationships. Considering their solid track record of meeting goals, the candidate is motivated by the objective of achieving a team (or shared) goal of \$1.396 million in annual revenue. They are optimistic and creative, a quick thinker who thrives in brainstorming sessions, enjoys collaborating and can think past obstacles to achieve a greater vision.

Key Responsibilities:

- Maintain a pipeline of donors & prospects (including local & national corporations and key individuals) through systematic and ongoing prospecting activities; qualify prospects and develop and present compelling, comprehensive solicitation plans, to secure corporate and individual gifts and event sponsorships.
- Work in collaboration with the Texas 4000 leadership, staff and Board of Directors to cultivate opportunities for greater partnerships and donor engagement.
- Meet donors, supporters, and prospects on a continual basis to establish effective communications and steward the relationships.
- Plan, manage, and evaluate all aspects of fundraising events – ATLAS Ride and the Tribute Gala.
- Develop and maintain relationships with individuals and organizations who are fundraising through Texas 4000 support team campaigns.
- Develop and implement a marketing and public relation plan to include organizational goals.
- Ensures alignment between development activities and organizational goals, including

- strategic planning goals, communication plans, program events, and the summer ride.
- Coach students who are participating in the leadership development program in the areas of fundraising, business development, and communications.
 - Manage the development budget, including event budgets, and create appropriate reports.
 - Actively participate and collaborate with the Executive Director, staff, and Board committees.
 - Maintain accurate and up-to-date donor information in the Raiser's Edge database.

Qualifications and Capabilities:

- College degree or equivalent work experience preferred. 3 - 5 years of relevant experience in nonprofit fundraising.
- Documented track record of fundraising success, including corporate sponsorships, individual gifts, fundraising galas, and P2P events.
- Skilled communicator, with superior interpersonal, verbal and written skills.
- Excellent organizational and time management skills with the ability to work under and comply with continuous & multiple deadlines and evolving priorities.
- Team player who enjoys interaction with professionals, peers, volunteers and those served by the organization.
- Experience working with volunteer board members and interns.
- Strong technology skills and database experience with Raiser's Edge preferable.
- Commitment to accuracy, attention to detail, highly efficient and conscientious about thorough follow-up. Impeccable spelling, grammar, punctuation skills.
- Personable, yet professional and must maintain strict adherence to confidentiality.
- Must have a mature work attitude, self-motivated, reliable and resourceful.
- Prior experience with peer-to-peer fundraising desired.
- Moderate local travel required.
- Patience and good humor.

If you are ready for the challenge of leading Texas 4000's development efforts as part of a small motivated staff of self-starters that enjoys working together, then email your resume and cover letter to info@texas4000.org, no later than 5pm on Friday, February 18th.