

Austin Child Guidance Center
Director of Development
Job Description

Summary

Austin Child Guidance Center is seeking an experienced Director of Development. Reporting to the Executive Director (ED), the Director of Development serves as a key leadership team member and an active participant in making strategic decisions affecting Austin Child Guidance Center (AGCC). In partnership with the ED, this position is responsible for all fundraising and development activities. The successful candidate will help forge new relationships to build ACGC's visibility, impact, and financial resources. The Director of Development also will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

The Director of Development will have primary responsibility for establishing and implementing the infrastructure needed to grow a \$1.7 million budget through the solicitation of major gifts, planned gifts, federal and state grants, special events, and corporate and foundation support. This position will supervise a small staff of development, volunteer management, and communications / marketing staff and contractors.

The Director of Development will expand and diversify ACGC's donor base/pipeline and work closely with other team members to secure funding for new initiatives. In addition, the Director of Development will work closely with the board of directors and support board members as they take on a more active fundraising role.

Agency

A non-profit established in 1951, the Austin Child Guidance Center (ACGC) is the oldest mental health agency in Austin. The mission of ACGC is to improve the mental health of children through early intervention, diagnosis and treatment to help them develop the emotional skills for meeting life's challenges. To achieve this mission, ACGC employs a multidisciplinary team of psychiatrists, psychologists, social workers, and counselors who provide individual, family, and group therapy; psychiatric and psychological evaluations; parent education; and training of future mental health professionals. Services are offered on a sliding fee scale and some services are at no charge under specific grants to accommodate the 86% of our clients from low-income families.

Essential Duties and Responsibilities

- Works closely with Executive Director on all fundraising, development, communications, marketing, and community outreach activities.
- Designs and implements a development plan with short- and long-range goals congruent with ACGC funding objectives, enlisting support from key staff, board members, and volunteers to secure major gifts and planned gifts from individuals, corporations, and foundations. This includes a marketing plan, donor stewardship, gift-processing, managing a portfolio of donor prospects, and actively seeking new sources of funding.
- Works collaboratively with the board of directors to raise the yearly budgeted fundraising income and creates a plan for exceeding that budgeted amount to ensure future growth for ACGC.
- Plans, manages, and directs strategy and efforts focusing on corporate, foundation, and individual support for the ACGC's priorities and provides leadership for continued stewardship and solicitation of existing donors.
- Develops public relations materials to enhance organization image and promote its fundraising program.
- Establishes appropriate development policies, systems, and procedures.
- Prepares and administers budget for the development operations.
- Oversees donor record keeping system, ensuring accurate and timely documentation and reporting
- Supervises current and future development, volunteer coordination, and marketing & communications staff and contractors
- Tracks and acknowledges gifts, and manages donor relations and recognition.

- Coordinates activities of ACGC staff who are engaged in maintaining records of contributions and grants, and preparing letters of appreciation to donors.
- Identifies potential contributors to special project funds and ongoing operations through examination of past records, individual and corporate contacts, and knowledge of community.
- Researches public and private funding agencies and foundations to identify potential sources of funding for research, community service, or other special projects.
- Plans and coordinates fund drives for special projects and for pledges of ongoing support from individuals, corporations, and foundations.
- Plans and implements special events
- Informs potential contributors of special needs of organization, and encourages individuals, corporations, and foundations to establish or contribute special funds through endowments, trusts, donations of gifts-in-kind, or bequests, conferring with attorneys to establish methods of transferring funds to benefit both donors and organization.
- Designs and presents regular development reports to Executive Director and Board, including key analysis and interpretation of financial statistics.
- Works with, and involves as appropriate, key staff, board members and volunteers according to special interests or capabilities.
- Performs other reasonable duties related to the primary duties of the position as assigned by the Executive Director.

Required Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A Bachelor's degree (B.A.) from a four-year college or university; plus a minimum of 6 years of related experience and/or training; or equivalent combination of education and experience; or a Masters degree (M.A.) from a four-year college or university, plus a minimum of 5 years of related experience and/or training; or equivalent combination of education and experience is required.

Relevant experience includes fundraising, event planning, capital campaign management, major gift fundraising, planned giving, donor stewardship, and business or non-profit management. Experience in all aspects of fundraising is preferred. Experience with Raiser's Edge or other development database preferred. Must demonstrate ability to develop and implement creative development initiatives with proven results. Strong oral and written communication skills and experience presenting verbal or written funding proposals to individuals, corporations, and foundations is required. Knowledge of, experience in, and a compassion for assisting children and families is necessary. Must be willing to work with diverse populations. Must be willing to travel when necessary and flexible to adjust to frequent change to accommodate job responsibilities. Must be able to attend periodic events in early mornings, evenings, and weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary

Competitive salary and full benefits, including health insurance, retirement plan, and generous leave.

Start Date

January 1, 2012

How to Apply:

Send a cover letter, resume, list of references (please include at least three professional references) and salary history by one of the following methods:

Mail: ACGC, 810 W. 45th Street, Austin, Texas 78751, Attn: Human Resources

Fax: 512-454-9204, Attn: Human Resources

Email: jmartinez@austinchildguidance.org

Organization Website address: www.austinchildguidance.org