

Development Manager Role Summary

The Development Manager is charged with the critical responsibility of cultivating and nurturing relationships with individual donors, corporate partners, and grant funders to secure financial resources vital for advancing EarthShare Texas's mission. This role involves comprehensive donor database management, strategic coordination of fundraising events, and proactive initiatives to expand the organization's donor base and financial sustainability. The Development Manager reports directly to the Executive Director and provides regular, detailed updates to the Board Development Committee.

Key Responsibilities

Donor Database Management & Reporting

- Manages all inputs, analysis, and reporting functions of the donor database, ensuring data integrity and accessibility.
- Provides comprehensive monthly reporting to the Executive Director on key development metrics and fundraising progress.
- Presents regular reports to the Executive Director and Board Development Committee, highlighting performance against fundraising goals.

Individual Donor Relations

- Manages and continuously seeks to enhance the recurring donor program, including active stewardship of monthly donors.
- Leads the execution of key online fundraising campaigns, such as Amplify Austin and Year-End (EOY) appeals.
- Oversees and refines all donor thank you processes, ensuring timely and personalized acknowledgment.

Corporate Partnerships

- Actively works to deepen existing corporate partnerships through strategic goal alignment and sustained relationship building.
- Serves as the primary contact for crucial corporate partners.
- Manages ongoing relationships with local corporate partners, identifying opportunities for mutual benefit.
- Coordinates corporate partner volunteer events, enhancing engagement and community impact.

New Donor Acquisition & Major Donor Cultivation

- Collaborates with the Executive Director to strategically expand new donor relationships through meetings, presentations, and issue area discovery.
- Partners with the Executive Director to implement and grow the major donor base, developing tailored cultivation and solicitation strategies.

Grants Program Management

- Manages the full lifecycle of the grants program in close collaboration with contracted grant writers, from research to reporting.
- Manages and collaborates effectively with grant strategy partners to maximize funding opportunities.

Fundraising Events & Campaigns

- Leads the coordination and execution of various fundraising events, ensuring successful planning and implementation.
- Proactively seeks and implements improvements to existing fundraising events and campaigns to enhance effectiveness and reach.
- Organizes and attends corporate partner volunteer events to strengthen relationships.
- Develops and executes cause marketing campaigns with local businesses to expand brand awareness and support.

Market Research & Strategy

- Advises on and implements market research initiatives to identify new fundraising opportunities and donor segments.
- Develops compelling value proposition strategies for all fundraising programs to attract and retain support.

Nonprofit Member Support

- Provides assistance with nonprofit member event coordination as capacity allows, fostering collaborative relationships.

Required Qualifications

- Experience: Minimum of 5-7 years of progressive experience in fundraising, donor relations, or development, with a proven track record of successful individual giving, corporate partnerships, and grant acquisition, preferably within a non-profit environment.
- Skills: Demonstrated proficiency in CRM database management and reporting. Exceptional written and verbal communication skills, including public speaking and persuasive writing. Strong relationship-building, networking, and negotiation abilities. Experience in event planning and execution. Analytical skills for data interpretation and strategic planning. Ability to work independently and as part of a team.

Location

Austin, Texas (Hybrid work environment)

Compensation

EarthShare Texas offers a unique opportunity to join a respected organization in shaping environmental impact statewide. We value balance, flexibility, and equity, offering generous leave and a collaborative, mission-driven culture. The compensation package, including salary and benefits, includes ten paid holidays, PTO benefits (15 days/year first two years, 20 days/year thereafter), 10 days sick leave, three months parental leave, paid health insurance and dental plan, and retirement plan (Simple IRA with up to 3% match). The salary will be between \$60,000-\$75,000, based on direct, comparable experience.

Application Process

Interested candidates should submit a resume, cover letter, and 3 references to estx@earthshare-texas.org by Wednesday, April 8, with the subject line: Development Manager Application - [Your Name] . Applications will be reviewed on a rolling basis, and early submission is encouraged. EarthShare Texas is committed to building a diverse and inclusive workplace. We encourage individuals from all backgrounds to apply.