



Director of Development | I Live Here I Give Here (Austin, TX)

Reports to: Senior Director of Development

Compensation: Salary range is \$80,000-\$85,000/year, commensurate with experience.

Location: Hybrid. Remote w/ with the expectation to be in the office (Austin, TX) one day per week, and as designated for certain meetings, programs, or events. Optional 4-day work week.

SUMMARY

I Live Here I Give Here connects individual donors and volunteers with local causes they care about. Our community-wide events and year-round programs for businesses, nonprofits, and individuals make giving possible for everyone. Our signature annual program, Amplify Austin Day, inspires residents across a seven-county region to come together and support more than 700 nonprofits. Our programs See Us Give and the Board Training Program help community members find their passion—and take action.

Since 2007, I Live Here I Give Here has activated more than 200,000 Central Texans to help raise \$118.9 million for 1,327 local nonprofits.

Our organization is in an exciting phase of launching a new strategic plan and brand awareness campaign to support our vision for every Central Texan to be actively engaged in giving. With this expansion, we've established **a new position on our team** to help grow our fundraising operations.

The Director of Development is a full-time salaried position, working in collaboration with and reporting to the Senior Director of Development. Contributing to a \$1M annual fundraising goal, this person will gain experience across many areas of fundraising, with a targeted focus on individual and corporate annual giving, in addition to peer-to-peer fundraising. This position will also support the cultivation of a more diverse pipeline of prospective donors, evaluating and enhancing all aspects of fundraising so as to better incorporate our organization's commitment to diversity, equity, access, and inclusion (DEAI).

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Annual Giving: Individual gifts to support I Live Here I Give Here and its programs. (40%)

- Develop and implement an email-based and direct mail supported annual giving strategy for I Live Here I Give Here with peak activity for Giving Tuesday, year-end, and See Us Give. Identify audience segments, write solicitation appeals, develop communication channels, and manage timelines.

- Manage solicitation appeals for the I Live Here I Give Here Amplify Fund, which benefits 700+ nonprofit organizations on Amplify Austin Day.
- Create a stewardship plan, including acknowledgment letters for annual giving donors.
- Contribute to impact reporting as it relates to individual annual giving donors.
- Manage a portfolio of individual donors, identifying monthly and lead donors to cultivate and advance for higher level giving opportunities.

Corporate Giving: Gifts from local companies as part of a larger business engagement strategy set by the Senior Director of Development. (35%)

- Manage a portfolio of 100 companies. Identify and cultivate local businesses seeking opportunities to give back, while also engaging their employees and customers in giving to our local community. (Learn more about our [Annual Business Membership](#) and [Cause Marketing Fundraiser](#) programs.)
- Write corporate funding proposals to secure annual support. Collaborate with program team members to administer membership benefits, including employee engagement programs and storytelling.
- Solicit prospects and co-manage I Live Here I Give Here's cause marketing fundraising program in partnership with the Senior Director of Marketing, Communications, and Online Engagement.
- Contribute to impact reporting as it relates to corporate annual giving donors.

Business & Peer-to-Peer Fundraising: Lead individuals and companies to organize and run fundraising campaigns for Amplify Austin Day and I Live Here I Give Here. (25%)

- Recruit and onboard local companies who run employee giving campaigns on Amplify Austin Day. Host info sessions or introductory calls, assist with setting up fundraising pages, track corporate matching gift benefits, offer customer service support, share timely Amplify Austin Day updates, produce employee giving metric reports, and develop creative participation incentives.
- Recruit and onboard donors, program alumni, board members, and other lead volunteers to run peer-to-peer fundraising campaigns for I Live Here I Give Here. Write communications campaigns, assist with setting up fundraising pages, create and deliver training workshops, and develop creative participation incentives.
- Guide content for and collaborate with Senior Director of Marketing, Communications, and Online Engagement to develop fundraising toolkits for all business and peer-to-peer fundraisers.
- Contribute to impact reporting as it relates to business and peer-to-peer fundraisers.

Additional duties that are consistent with goals of the organization and the responsibility level of this position may be assigned.

WE'RE LOOKING FOR PEOPLE WHO

- Are excited about our mission, want to make a difference in the Central Texas community, and feel drawn to [our team's core values](#).
- Possess an inclusive, relationship-driven, and donor-centered approach to philanthropy to help individuals and companies meet their goals.
- Have experience and demonstrated success with the mechanics of fundraising – designing campaigns, persuasive and creative writing, cultivating relationships, managing project timelines, curating lead lists, working with graphic designers, skills in direct mail and digital marketing, and meeting funding goals.
- Love to research and understand that the art of sourcing is always evolving. They know how to use technology tools, social networks, and databases to prioritize and pursue donor leads.
- Have the aptitude to leverage our Salesforce CRM to document key touchpoints, move donors through the pipeline, and report out on results.
- Can use Canva, Google Slides, or similar technology to produce program materials and presentations.
- Enjoy public speaking and delivering presentations.
- Can wrestle with the details of managing projects, from brainstorming to execution and reporting – with patience and without losing sight of the big picture.
- Thrive in work environments where they can independently set the path toward meeting goals.
- Approach challenges with curiosity, creativity, and a positive attitude.
- Demonstrate a growth mindset, are able to learn from setbacks, and are receptive to feedback.
- Take pride in their individual work, while working collaboratively as part of a team.

COMPENSATION & BENEFITS

- Salary range is \$80,000-\$85,000/year, commensurate with experience.
- Employer-paid health and dental insurance, 401K plan, 21 days paid time off, and 12 (or more, as designated) paid holidays and staff appreciation days.
- You may work remotely, with the expectation to be in the office (Austin, TX) one day per week, and as designated for certain meetings, programs, or events. *Relocation expenses not provided.*
- Optional: Four-day, Monday-Thursday work week, April-December. (Staff are expected to work five days per week in January-March.)

APPLICATION PROCESS

Send your cover letter and resume to apply@ilivehereigivehere.org. In your cover letter, please address your interest in being I Live Here I Give Here's next Director of Development.

Applications will be reviewed on a rolling basis.

COMMITMENT TO DIVERSITY & INCLUSION

I Live Here I Give Here believes that diversity and an inclusive culture are key drivers of creativity, innovation, and overall team performance. We welcome candidates from diverse backgrounds, perspectives, and experiences that support our ability to fulfill our vision for Central Texas where every community member is engaged in giving.

Our organization provides equal employment opportunities (EEO) to all team members and applicants according to their experience, talent, and qualifications for the job without regard to race, color, national origin, religion, age, disability, sex (including pregnancy, gender stereotyping, and marital status), sexual orientation, gender identity, genetic information, military/veteran status, or any other category protected by federal, state, or local law.